PEQAB

Postsecondary Education Quality Assessment Board
Commission d'évaluation de qualité de l'éducation postsecondaire

November 2005

Submission Guidelines for Private Organizations:

Applying for Ministerial Consent Under the *Post-secondary Education Choice and Excellence Act, 2000*

Postsecondary Education Quality Assessment Board
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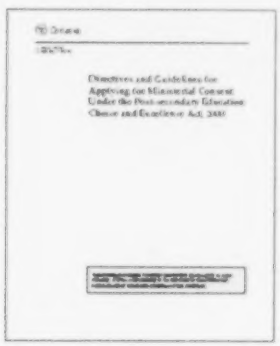
General Instructions

Applicants interested in applying to the Minister for consent to offer all or any part of a degree program in Ontario should ensure that they have received and carefully read the following documents:

Minister's Directions



1. **Minister's Directives and Guidelines** which contain:

a) Minister's letter

b) *Directives and Guidelines for Applying for Ministerial Consent Under the Post-secondary Education Choice and Excellence Act, 2000.* (This document outlines the general terms and conditions under which the Minister grants consent and can be accessed through our web site: http://peqab.edu.gov.on.ca)

c) "Applicant Acknowledgement and Agreement" form in the *Directives and Guidelines for Applying for Ministerial Consent Under the Post-secondary Education Choice and Excellence Act, 2000.* This document can be accessed through the Board's web site: http://peqab.edu.gov.on.ca In order to confirm the applicant's understanding of the general conditions of Ministerial Consent and the accuracy of the information supplied, applicants must sign and return this form to the Minister along with their application for consent.

Board's Handbook and Guidelines

2. **Handbook for Public Organizations: Applying for Ministerial Consent Under the Post-secondary Education Choice and Excellence Act, 2000**
   This handbook contains a complete list of the standards and benchmarks set by the Postsecondary Education Quality Assessment Board for its review of applications from public organizations. In making its recommendation to the Minister on an application, the Board assesses each application against these standards and benchmarks.

3. **Submission Guidelines for Public Organizations: Applying for Ministerial Consent Under the Post-secondary Education Choice and Excellence Act, 2000**
   These guidelines provide the applicant with instructions for the submission of information related to the standards and benchmarks contained in chapter 7, "Program Review Standards", of the *Handbook for Public Organizations*.

Submission and Mailing Instructions

For each program for which an applicant is seeking Ministerial Consent, there must be a separate submission prepared. The appropriate application fee in the form of a cheque (or money order) payable to the Minister of Finance, Ontario, must accompany all applications.

Organizations applying for Ministerial Consent are requested to forward the following materials:

A. **Three (3)** copies of the following application materials for the Minister:

   a. A letter of application to the Minister of Training, Organizations and Universities stating the program or activity proposed in Ontario, the name of the organization (person) applying for consent and whether that organization is a public or private organization/entity.

   b. A signed copy of the "Applicant Acknowledgement and Agreement" form as provided in the *Directives and Guidelines for Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000.*

B. **Eight (8) paper copies** of the submission prepared in accordance with these guidelines
C. **Five (5)** electronic files in PDF format where:
   a. one file (saved as "organization name/acronym – OR submission") includes all submission information and attachments related to "Part A – Organization Review Submission Guidelines";
   b. a second file (saved as "organization name/acronym – OR submission - web") includes all submission information and attachments related to "Part A – Organization Review Submission Guidelines" to be posted on the Board's web site;
   c. a third file (saved as "organization name/acronym – program name - submission") includes all submission information and attachments from "Part B – Quality Assessment Review Submission Guidelines";
   d. a fourth file (saved as "organization name/acronym – program name - web") includes all submission information and attachments related to "Part B – Quality Review Assessment Guidelines" to be posted on the Board's web site;
   e. a fifth file in a Word-compatible format (saved as "organization name/acronym – program name – exec-summary"), includes only the Title Page, Executive Summary, and Program Abstract from "Part B – Quality Assessment Review Submission Guidelines"; and will be posted on the Board's web site alongside the full web submission outlined in (iv).

Send to:

Postsecondary Education Quality Assessment Board
Suite 1511
2 Carlton Street
Toronto, ON M5B 1J3

The Board considers all materials it receives to be final submissions. Should special circumstances require changes to a submission after the Board has received it, the Board will require the applicant to resubmit, at the applicant's cost, the full and complete submission with the appropriate number of copies, as requested in these guidelines.

The information collected according to these guidelines is collected for the purposes of preparing a submission for a PEQAB quality assessment review to offer a degree program in Ontario, and is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and the *Post-secondary Education Choice and Excellence Act, 2000*.

For additional information about the Board's requirements, contact:

Secretariat, Postsecondary Education Quality Assessment Board
Tel.: (416) 325-1686
Fax: (416) 325-1711
E-mail: peqab@edu.gov.on.ca

For additional information about satisfying regulatory requirements under the *Post-secondary Education Choice and Excellence Act, 2000*, contact:

Private Institutions Branch,
Ministry of Training, Colleges and Universities,
Tel.: (416) 314-0500

PART A

ORGANIZATION REVIEW SUBMISSION GUIDELINES

Instructions

Prepare a two-part submission for the Board: Part A – the Organization Review submission, and Part B – the Quality Assessment submission. Instructions for preparation of the Quality Assessment submission appear later in these guidelines.

Part A: Organization Review

Prepare and submit all materials for an Organization Review in accordance with the instructions that follow.

- Prepare a separately bound, complete submission for the Organization Review. Verify the submission contents against the "Organization Review – Complete Submission Checklist" provided at the back of these guidelines. Please note that there are two checklists: one for the complete submission (both electronic and paper), and one for the electronic submission to be posted on the Board's Web site.

- Only complete submissions will be processed; submissions and attachments that do not follow these *Guidelines* or are incomplete will be returned to the Applicant.

- The material supplied in the *Part A* of your submission will be used to assess the organization against the standards and benchmarks described in full detail in Chapter 7 of the *Handbook for Private Organizations* under the following headings:

  7.1 Mission Statement and Academic Goals
  7.2 Administrative Capacity
  7.3 Ethical Conduct
  7.4 Student Protection
  7.5 Academic Freedom and Integrity
  7.6 Financial Stability
  7.7 Dispute Resolution

- The *Handbook* should be consulted to clarify any questions regarding the documentation required.

- In providing the information requested, please use a format that accurately reproduces the appendix numbers and headings outlined in this document. For tables and spreadsheets, please follow the format in the samples provided.

- Submit all information in the format requested by following the model tables and spreadsheets provided in these guidelines. Submit all information in a loose-leaf, three-ring binder.

- Include a tab for each appendix as indicated in the "Organization Review – Complete Submission Checklist".

- Any information submitted with this application that refers to the shared services/resources that are shared with any other postsecondary organization, business, non-public library, etc., must be documented fully and copies of all agreements attached.

- All policies submitted in this document should be formally approved by the Applicant's governing body and readily available to the public. Policies in this submission should identify clearly the date that the policy was adopted and the approving body. If a policy has not been approved formally, or is not available to the public, identify the policy and explain clearly why it does not meet these criteria.

- Each appendix should be complete in and of itself. Please provide the information requested in each appendix, even if that information is reproduced in another appendix or is provided in an attachment.

- Please note that the information requested in many of the tables and appendices, as well as other information supplied in the submission, may address more than one standard or benchmark.

- Include all appendices requested. Clearly indicate where information is requested in an appendix is not applicable to the submission or not available.

- One copy of all materials in the submission for the Organization Review must be in electronic format on floppy disk or CD-Rom. The Applicant must scan all supporting documentation (e.g., letters from licensing or accrediting bodies, legal documentation).

- Please note that only one Organization Review is required when an Applicant seeks ministerial consent for one or more programs at the same time for the same location. Contact the Secretariat to discuss requirements for organization review when programs are submitted by the same Applicant at different times.

How to Read These Submission Guidelines

Instructions for submitting information required for assessment

Standard against which material will be assessed

Benchmark(s) against which material will be assessed

5. ADMISSIONS, PROMOTION, GRADUATION STANDARD

Appendices in section 5 will contribute to the assessor's judgments of the proposal against the Board's Admissions, Promotion, and Graduation Standard:

Admissions, Promotion, Graduation Standard

The applicant has admissions, promotion and graduation requirements for the proposed program consistent with the postsecondary character of degree-granting organizations and comparable with those of members of the Association of Universities and Organizations of Canada.

5.1 Admission Requirements Direct Entry

Submit

5.1 Admission Requirements Direct Entry

Attach as Appendix 5.1.1 a table that indicates the level of achievement and other admission requirements for students applying to enter directly into the first year of the degree program.

	Program Admission Requirements
Academic	
Related work/ volunteer experience	
Other (e.g., portfolio, specialized testing, interview, G.R.E., etc..)	
Requirements for mature students	

How Appendix 5.1.1 will be used

Appendix 5.1.1 will contribute to the assessor's judgments about whether the submission meets the Board's Admissions, Promotion, Graduation standard Benchmark 1: Handbook – Public Organizations, S. 7.3.2:

Admission requirements are appropriate to the learning outcome goals of the program and the degree-level standard. Admission to a baccalaureate degree in an applied area of study requires at a minimum an Ontario Secondary School Diploma or equivalent, six university or university/organization courses at the Grade 12 level, a *minimum* average of 65 per cent, and additional requirements as programs require.

1. ORGANIZATION OVERVIEW

1.1 Title Page

Submit

1.1 Title Page

Prepare a title page with the following information.

Full Legal Name of Organization:
Operating Name of Organization:
Common Acronym of Organization, if applicable:
URL for Organization Homepage, if applicable:
Date of Submission:
Contact Information: Legal Address of organization: Telephone: ( ) Fax: ( ) E-mail:
Legal representative of organization: Last name: First name: Department or Unit: Address: Telephone: ( ) E-mail: Official function within organization:
Contact person to liaise with the Organization Review Panel: Name: Title: Address: Telephone: E-mail:
Program Information: How many programs are being submitted to the Minister for consent at this time? _____

1.2 Proposed Programs

Submit

1.2 Proposed Programs

Prepare a list of proposed programs.

	Location/Address where Proposed Program to be Delivered	**Street Address:** **City:** **Province: Ontario** **Postal Code:** **Telephone: ( )**		
	Proposed Degree Title	**Proposed Degree Nomenclature**	**Indicate Degree Level and Type to be awarded for program or part of program**	**Does the organization already have Ministerial Consent to offer this program at another location in Ontario? If "yes", please attach a copy of the terms and conditions of consent to this appendix.**
1	[e.g. Baccalaureate of Arts, (Political Science)]	[e.g. B.A. (Pol. Sci.)]	☑ General Baccalaureate Degree ☐ Baccalaureate Degree: Honours/ Specialist ☐ Baccalaureate Degree: Applied Area of Focus ☐ Masters Degree ☐ Doctoral Degree	☑Yes, terms & conditions attached. ☐ No
2	[e.g. Baccalaureate of Arts, Honours (History)]	[e.g. B.A. Hons. (History)]	☐General Baccalaureate Degree ☐ Baccalaureate Degree: Honours/ Specialist ☑ Baccalaureate Degree: Applied Area of Focus ☐ Masters Degree ☐ Doctoral Degree	☐ Yes, terms & conditions attached. ☑ No
3	*etc. . .*			

1.3 Table of Contents

Submit

1.3 Table of Contents

- Prepare a Table of Contents for the Organization Review submission.
- Use the "Organization Review – Complete Submission Checklist" provided at the end of "PART A" of this document for a list of all the appendices (contents) for inclusion.
- Ensure that *all* appendices requested in the Checklist are submitted, listed in the Table of Contents, and tabbed in the submission.
- If the information requested in an appendix is not applicable to the organization or not available, please state this information clearly in the relevant appendix section (rather than leaving the section blank).
- Tab the appendices as indicated in the Checklist.

2. ORGANIZATION INFORMATION

2.1 Information about the Organization and its Operations

Submit

2.1 Information about the Organization and its Operations
Attach as Appendix 2.1 the information requested below:

1) Location
Administrative (operating) Address:
Telephone Number: ( )
Fax Number: ( )

List all other organization locations (campus, branch, satellite):

2) Address(es) where proposed program(s) will be delivered (Note: each location requires a location-specific consent from the Minister).

3) Identify type of ownership

Identify the type of corporate ownership of the organization (i.e. classify or categorize the nature of the corporate legal entity).

4) Attach a table of all the officers of the organization and their positions

Name	Position	Length of time in Position	Length of Time in Organization

2.2 Information about Owners

Submit

2.2 Information about Owners

Attach as Appendix 2.2 the following information for each owner/partner (see table provided). If the organization is incorporated, include this information for each owner of 10% or more of the stock.

Name:
Relationship to organization (e.g., owner, president, Board member):
Address:
Telephone Number: ( )
Fax Number: ( )

Name of Organization:				
Operating name of Organization (if different from above):				
Is the organization is publicly traded?	**Yes** ☐ **No** ☐			
If "yes"	**Stock Market:**		**Stock Symbol:**	
Owner/Partner Name	**Relationship to organization**	**Address**	**Telephone Number**	**Fax Number**

2.3 Institution Representatives for Meeting with Organization Review Panel

Submit

2.3 Institutional Representatives

Attach as Appendix 2.3 the list of individuals who will represent the institution before the Organization Review Panel when it meets to consider the submission. The Applicant is normally expected to be represented by no more than three individuals.

Name	Position in Organization

3. EXECUTIVE SUMMARY

3.1 Executive Summary

Submit

3.1 Executive Summary
Attach as Appendix 3.1 an executive summary of no more than 2,500 words, double-spaced, that provides the following information:

- an overview of the organization's history, mission, and academic goals;
- a description of the relationship between the proposed program and the mission and strengths of the organization;
- an explanation of how organizational and reporting structures support the stated mission and goals;
- an explanation of how administrative policies and practices:
  - promote the learning and educational goals of postsecondary education;
  - ensure that business practices and decisions support the academic integrity of programs, and protect student interests;
  - support the capacity of the organization to deliver the program(s) (include past performance where applicable); and
- a summary and explanation of the organization's financial capacity to develop, sustain and deliver the program in Ontario.

4. SYNOPSIS OF PROPOSED PROGRAM(S)

4.1 Program Abstract(s)

Submit

4.1 Program Abstract(s)
Attach as Appendix 4.1 a copy of the program abstract provided for each proposed program submitted as Appendix 3.1 of "Part B - Quality Assessment Review Submission Guidelines."

5. MISSION STATEMENT AND ACADEMIC GOALS

Appendices in section 5 will contribute to the panel's judgments of the proposal against the Board's Mission Statement and Academic Goals Standard:

Mission Statement and Academic Goals Standard

The governing body has approved a mission statement and academic goals that identify the academic character and aspirations of the organization, including the extent to which the Applicant is committed to the dissemination of knowledge through teaching and, where applicable, the creation of knowledge and service to the community or related professions.

5.1 History, Mission and Goals

Submit

5.1 History, Mission and Goals
Attach as Appendix 5.1 a statement of the organization's history and its mission and academic goals.

How appendix 5.1 will be used

Appendix 5.1 will contribute to the assessor's judgments about whether the submission meets the Board's Mission Statement and Academic Goals standard Benchmark 1: Handbook – Private Organizations, S. 7.1:

A clear and well-articulated mission and goals statement.

5.2 Relationship of Programs to Mission

Submit

5.2.1 Current Degree Programs
Attach as Appendix 5.2 a table that lists all of the degree programs and their degree level offered by the organization and the credential awarded upon program completion.

PROGRAM TITLE	DEGREE LEVEL	CREDENTIAL AWARDED

Submit

5.2.2 Proposed Program(s) and Mission/Goals
Attach as Appendix 5.3 an explanation of the relationship between each of the proposed programs and the organization's stated mission and goals (maximum 1,000 words for each program).

How appendices 5.2.1 and 5.2.2 will be used

Appendices 5.1.2 and 5.2.2 will contribute to the assessor's judgments about whether the submission meets the Board's Mission Statement and Academic Goals standard Benchmark 2: Handbook – Private Organizations, S. 7.1:

Programs are clearly related to the Applicant's mission and goals.

5.3 Five-Year Business Plan

Submit

5.3 Five-Year Business Plan
Attach as Appendix 5.3 a copy of the organization's five-year business plan that addresses all sources of revenue and costs related to the organization's future educational, physical, and fiscal growth in Ontario and provides the same details for the program(s) to be offered in Ontario.

How appendix 5.3 will be used

Appendix 5.3 will contribute to the assessor's judgments about whether the submission meets the Board's Mission Statement and Academic Goals standard Benchmark 3, S. 7.1.

Resources are used to advance the mission.

And and the Financial Stability standard, Benchmark 1: Handbook – Private Organizations S 7.6

A credible long-term business plan (normally five years) that addresses the Applicant's future educational, physical, and fiscal growth in Ontario and details the program to be offered in Ontario.

5.4 Academic Policies

Submit

5.4 Academic Policies
Attach as Appendix 5.5 a list of the academic policies which support the mission, and a copy of each policy listed. Where that policy is provided elsewhere, please provide a page reference, or use a labeled tab to indicate where that policy can be found easily in the documentation provided.

How appendix 5.4 will be used

Appendix 5.4 will contribute to the assessor's judgments about whether the submission meets the Board's Mission Statement and Academic Goals standard Benchmark 4: Handbook – Private Organizations, S. 7.1:

Appropriate academic policies support the mission.

6. ADMINISTRATIVE CAPACITY

Appendices in section 6 will contribute to the panel's judgments of the proposal against the Board's Mission Statement and Academic Goals Standard:

Administrative Capacity Standard

The Applicant has the legal characteristics, governance structure and administrative capacity necessary to organize and manage a competent institution of higher learning.

6.1 Legal Characteristics

Submit

6.1 Legal Characteristics
Attach as Appendix 6.1 copies of documents to substantiate the organization's legal character, e.g., articles of incorporation, partnership agreements, statutory authority, or other document(s), including documentation relevant to any relationship to parent, subsidiary or other corporate groups.

How appendix 6.1 will be used

Appendix 6.1 will contribute to the assessor's judgments about whether the submission meets the Board's Administrative Capacity standard Benchmark 1: Handbook – Private Organizations, S. 7.2:

The Applicant submits its articles of incorporation, statutory authority, or partnership agreement where applicable; when part of a larger organization, the Applicant identifies the legal nature of that relationship.

6.2 Governance Structure

Submit

6.2.1 Organization Chart
Attach as Appendix 6.2.1 an organization chart or hierarchical outline of the organization's governance and administrative structure.

Submit

6.2.2 Responsibilities and Authority
Attach as Appendix 6.2.2 a description of the responsibilities and authority of each body identified in Appendix 6.1.1 and the eligibility criteria for appointment to each body.

Submit

6.2.3 Reporting Structure
Attach as Appendix 6.2.3 an organization chart that outlines the organization's reporting structure and shows the relationship among the owners and governing and managing bodies. Provide an explanation of how these reporting structures are consistent with the organization's academic purposes.

How appendices 6.2.1-6.2.3 will be used

Appendices 6.2.1-6.2.3 will contribute to the assessor's judgments about whether the submission meets the Board's Administrative Capacity standard Benchmarks 2, 3, and 4: Handbook – Private Organizations, S. 7.2:

- **An appropriate governing structure, such as a governing body that is the legally constituted body responsible for managing the assets of the organization and maintaining the purpose, viability and integrity of the institution, achieving institutional policies and goals, selecting administrative leadership, and providing the appropriate physical, fiscal, and human resources.**
- **The organization's reporting structure clearly indicates the relationship between the owners, governing and managing bodies.**
- **Governance and decision-making structures that are clear, effective, and consistent with the Applicant's academic purposes.**

6.3 Administrative Staff

Submit

6.3.1 Administrative Positions
Attach as Appendix 6.3.1 a job description for each senior-administrative role in the organization. Include in each description the duties, responsibilities, decision-making authority, and required qualifications of the person in that role.

Submit

6.3.2 Administrative Staff
Attach as Appendix 6.3 2 the curriculum vitae/r9sum9s of the individuals currently in the administrative roles identified in Appendix 6.3.1. Indicate those positions for which hiring is required and the qualifications desired.

How appendices 6.3.1 and 6.3.2 will be used

Appendix 6.3.1 and 6.3.2 will contribute to the assessor's judgments about whether the submission meets the Board's Administrative Capacity standard Benchmarks 5 and 6: Handbook – Private Organizations, S. 7.2:

- **Qualified senior administrative staff, including a chief executive officer who is accountable to the governing body and whose full-time or major responsibility is the administration of the institution.**
- **Sufficient administrative staff with clear lines of administrative authority and accountability necessary to conduct the affairs of the institution in Ontario.**

6.4 Coordination of Business and Academic Plans

Submit

6.4.1 Academic Plan
Attach as Appendix 6.4.1 a copy of the organization's academic plan (indicate time frame).

Submit

6.4.2 Coordination of Business and Academic Plans
Attach as Appendix 6.4.2 a 500-word summary that describes how the five-year business plan and the academic plan are coordinated and the steps taken to ensure their coordination.

How appendices 6.4.1 and 6.4.2 will be used

Appendices 6.4.1 and 6.4.2 will contribute to the assessor's judgments about whether the submission meets the Board's Administrative Capacity standard Benchmark 7: Handbook – Private Organizations, S. 7.2:

Administrative capacity to manage effectively an institution of higher learning as demonstrated by co-ordinated business and academic plans detailing the commitment to the academic quality of program content and delivery.

6.5 Participation in Academic Policies and Standards

Submit

6.5 Participation in Standards and Policies
Attach as Appendix 6.5 a copy of the organization's policy/policies regarding curriculum development. Provide an outline of the bodies, committees, and individuals within the organization involved in the development and/or decision making pertaining to curriculum, academic policies and academic standards. Identify the role(s) of academic staff and students within these bodies and committees.

How appendix 6.5 will be used

Appendix 6.5 will contribute to the assessor's judgments about whether the submission meets the Board's Administrative Capacity standard Benchmark 8: Handbook – Private Organizations, S. 7.2:

Development of the curriculum, academic policies, and standards includes appropriate participation by qualified academic staff and appropriate forms of consultation with students.

7. ETHICAL CONDUCT

Appendices in section 7 will contribute to the panel's judgments of the proposal against the Board's Ethical Conduct Standard:

Ethical Conduct Standard

The Applicant values and upholds integrity and ethical conduct.

7.1 Prior History

Submit

7.1.1 Explanation of Past Fraud or Misrepresentation

Indicate in Appendix 7.1.1 the answer to the question below and attach an explanation of the answer, where requested.

Has the owner(s)of the organization, or any of its directors or officers been convicted of fraud or misrepresentation?

- ☐ Yes (attach explanation(s) as Appendix 7.1.1)
- ☐ No

Submit

7.1.2 Explanation of Pending Legal or Administrative Actions

Indicate in Appendix 7.1.2 the answer to the question below and attach an explanation of the answer, where requested.

Are there any legal or administrative actions related to the operation of a business or business activity pending against the organization and/or any of its owners, officers, or administrators by any federal, provincial, state, or municipal law-enforcement agency?

- ☐ Yes (attach explanation(s) as Appendix 7.1.2)
- ☐ No

Submit

7.1.3 Information about Owners/Officers

Complete the table provided as Appendix 7.1.3 to provide the information requested about the names and addresses of postsecondary organizations currently or previously owned/controlled by each individual identified in Appendix 2.1.4 and 2.2, including:

- the dates that the organization(s) was in operation;
- the name and address of the entity that granted approval for and/or was responsible for the oversight of the organization(s) identified;
- whether there are currently or have ever been instances of non-compliance with legislation governing the operation of the organizations identified;
- an explanation of any instances of non-compliance identified; and
- attach a letter signed by the legal representative of each organization, giving the board the right to contact each of the Approval Bodies identified, and instructing the Approval Body to release to the board any and all information relevant to the organization's compliance or non-compliance status with that body.

Name of Individual	Name and Address of Postsecondary Organization(s) Owned/ Controlled	Dates of Operation	Name and Address of Approval Body	Instances of Noncompliance with Regulatory or Legislative Requirements in Ontario and/or Other Jurisdictions (indicate clearly where there are instances of noncomplicance with Ontario	Right to Contact and Permission to Release (Attach documentation)

How appendices 7.1.1 – 7.1.3 will be used

Appendices 7.1.1-7.1.3 will contribute to the assessor's judgments about whether the submission meets the Board's Ethical Conduct standard Benchmarks 1-6: Handbook – Private Organizations, S. 7.3:

- **Disclosure of any past criminal convictions on the part of officers and directors relating to fraud or misrepresentation and of any past conduct of officers or directors that gives reasonable grounds to believe business will not be carried out in accordance with conditions of Ministerial Consent and with integrity, honesty and in accordance with laws of general application in the province of Ontario.**
- **Disclosure of any legal or administrative actions pending against the institution, any of the owners, officers, or administrators, by any federal, provincial, state, or municipal law enforcement agency.**
- **If the Applicant or any of its officers and directors has or has had a registered private vocational school in Ontario, disclosure of instances of non-compliance with the *Private Vocational Schools Act*, R.S.O. 1990, c. P-26.**
- **If the Applicant or any of its officers and directors has breached the rules governing student financing through the Ontario Student Assistance Program or any other government direct student financing program, disclosure of instances of non-compliance.**
- **If the Applicant or any of its officers and directors operates or has operated in other jurisdictions, disclosure of any instances of non-compliance with relevant legislation in those jurisdictions.**
- **If the Applicant or any of its officers and directors has or has ever operated a school in Ontario, the Applicant is free from criminal or summary offence convictions related to OSAP or requirements under the *Private Vocational Schools Act*.**

7.2 Ethical Standards

Submit

7.2 Ethical Standards
Attach as Appendix 7.2 a statement of ethical standards relating to fair and honest business practices that will guide the conduct of the organization in the course of its operations in Ontario and in other jurisdictions.

How appendix 7.2 will be used

Appendix 7.2 will contribute to the assessor's judgments about whether the submission meets the Board's Ethical Conduct standard Benchmark 7: Handbook – Private Organizations, S. 7.3:

An acceptable statement by the governing board of the ethical standards relating to fair and honest business practices that will guide its conduct in the course of operations in Ontario and in other jurisdictions.

8. STUDENT PROTECTION

Appendices in section 8 will contribute to the panel's judgments of the proposal against the Board's Student Protection Standard:

Student Protection Standard

The Applicant values and upholds integrity and ethical conduct in its relations with students.

8.1 Student Recruitment Policies

Submit

8.1 Student Recruitment Policies
Attach as Appendix 8.1 all policies that pertain to student recruitment.

How appendix 8.1 will be used

Appendix 8.1 will contribute to the assessor's judgments about whether the submission meets the Board's Student Protection standard Benchmark 1: Handbook – Private Organizations, S. 7.4:

Public reports, materials and advertising are produced in a full, accurate and truthful manner, and recruitment policies follow fair business practices.

8.2 Policy Awareness

Submit

8.2.1 Academic Calendar
Attach as Appendix 8.2.1 an index to the current academic calendar or equivalent documentation that indicates where the following information appears (see table provided). Include the current academic calendar or equivalent documentation such as promotional material or draft academic calendar or equivalent documentation in Appendix 8.2.1, or as a separate document appended to this submission binder.

Current Academic Calendar Page Number	Information
	The organization's mission and goals statement
	A history of the organization and its governance and academic structure
	If the organization currently offers degree programs, a general description (e.g., purpose, outcomes, length) of each degree program
	If the organization does not currently offer degree programs, a general description (e.g., purpose, outcomes, length) of each diploma program
	The academic credentials of faculty and senior administrators
	Individual descriptions of all subjects in these programs, and their credit value

Submit

8.2.2 Policy Awareness

Attach as Appendix 8.2.2 the method(s) the organization will use to ensure that, prior to registration, students are provided with and confirm their awareness of the organization's policies (and where applicable, procedures) pertaining to the following matters:

- credit transfer arrangements for incoming students;
- prior learning assessment;
- entrance examinations;
- student support and services.

How appendices 8.2.1 and 8.2.2 will be used

Appendices 8.2.1 and 8.2.2 will contribute to the assessor's judgments about whether the submission meets the Board's Student Protection standard Benchmarks 2 and 3: Handbook – Private Organizations, S. 7.4:

- **Key information about the Applicant's organization, policies and programs is published in its academic year calendar and is otherwise readily available to students and the public, specifically including:**
  - **the organization's mission and goals statement;**
  - **a history of the organization and its governance and academic structure;**
  - **a general description of each degree program (e.g., purpose, outcomes, length);**
  - **the academic credentials of faculty and senior administrators; and**
  - **individual descriptions of all subjects in these programs and their credit value.**
- **Prior to registration, students are provided with and confirm their awareness of policies (and procedures) pertaining to:**
  - **credit transfer arrangements for incoming students, prior learning assessment, entrance examinations;**
  - **student support and services;**
  - **the financial methods the organization has selected to ensure the repayment of unearned (pre-paid) tuition and fees owing to students in the event of institutional failure or student withdrawal.**

9. ACADEMIC FREEDOM AND INTEGRITY

Appendices in section 9 will contribute to the panel's judgments of the proposal against the Board's Academic Freedom and Integrity Standard:

Academic Freedom and Integrity Standard

The Applicant maintains an atmosphere in which academic freedom exists and in which students and academic staff are expected to display a high degree of intellectual independence. Academic activity is supported by policies, procedures and practices that encourage academic honesty and integrity.

9.1 Academic Freedom

Submit

9.1.1 Academic Freedom Policy

Attach as Appendix 9.1.1 the organization's policy on academic freedom.

Submit

9.1.2 Academic Freedom Constraints

Indicate in Appendix 9.1.2 the answer to the question below and attach an explanation of the answer, where requested.

Will students or staff be asked to sign or adhere to a statement of faith and/or a code of conduct that might constitute a constraint upon academic freedom?

☐ No

☐ Yes (Attach as Appendix 9.1.2 a copy of the policy/policies where the applicant:

- notifies staff and students prior to employment or admission; and
- has adequate procedures in place to ensure that the principles of natural justice are followed in the event of allegations related to any violation of any contractual arrangement between the organization and its staff and/or students in which the required statement of faith and/or code of conduct is implicated.

How appendices 9.1.1 and 9.1.2 will be used

Appendices 9.1.1 and 9.1.2 will contribute to the assessor's judgments about whether the submission meets the Board's Academic Freedom and Integrity standard Benchmarks 1 and 2: Handbook – Private Organizations, S. 7.5:

- **The applicant has a policy on academic freedom that recognizes and protects the rights of individuals in their pursuit of knowledge without fear of reprisals by the applicant or by third parties, and the right of individuals to communicate acquired knowledge and the results of research freely.**

- **When an organization has a mission founded on a specific philosophical, political, doctrinal, or sectarian world-view, or when students or staff are required to adhere to a statement of faith and/or a code of conduct, the applicant:**
  - **has a policy that ensures staff and students are notified of the mission or requirement to adhere prior to employment or admission;**
  - **has procedures in place to ensure that the principles of natural justice are followed in the event of alleged violations of any policy or contractual arrangement concerning any required statement of faith and/or code of conduct; and**
  - **demonstrates that when teaching and learning are required to be done within the context of and as an affirmation of a world-view, the organization's curriculum development, content, and delivery procedures and practices ensure an academic environment in which**
    - **a full and balanced treatment of the commonly-held, academic body of knowledge, theories, and opinions with respect to the various individual subjects and general discipline areas which comprise the program of study is appreciated and fostered,; and**
    - **both students and faculty are expected and permitted to engage in an open dialogue with and about these various theories and opinions.**

9.2 Intellectual Products

Submit

9.2 Intellectual Products Policy

Attach as Appendix 9.2 the organization's policy pertaining to the ownership of intellectual products of its employees and students.

How appendix 9.2 will be used

Appendix 9.2 will contribute to the assessor's judgments about whether the submission meets the Board's Academic Honesty and Integrity standard, Benchmark 3: Handbook – Private Organizations, S. 7.5:

The applicant has an appropriate policy on the ownership of the intellectual products of employees and students.

9.3 Ethical Research Practices

Submit

9.3 Policy on Ethical Research Practices
Attach as Appendix 9.3 the organization's policies relating to the management of research funds, and its guidelines and policies for research standards and practices involving human research participants and the use of animals in research.

How appendix 9.3 will be used

Appendix 9.3 will contribute to the assessor's judgments about whether the submission meets the Board's Academic Honesty and Integrity standard, Benchmark 4: Handbook – Private Organizations, S. 7.5:

Where appropriate, there are formal ethical research standards, as evidenced by polices on human research participants, the use of animals in research, and the management of research funds.

9.4 Academic Honesty

Submit

9.4.1 Academic Honesty Policy
Attach as Appendix 9.4.1 the organization's policy on academic honesty.

Submit

9.4.2 Academic Honesty Procedure
Attach as Appendix 9.4.2 the organization's plan for informing faculty and students about and for ensuring their compliance with policies pertaining to academic honesty.

How appendices 9.4.1 and 9.4.2 will be used

Appendices 9.4.1 and 9.4.2 will contribute to the assessor's judgments about whether the submission meets the Board's Academic Honesty and Integrity standard, Benchmarks 5 and 6: Handbook – Private Organizations, S. 7.5:

- **The applicant has appropriate policies pertaining to academic honesty and procedures for their enforcement.**
- **The applicant provides an appropriate plan for informing students and faculty about and ensuring their understanding of the policies and procedures concerning academic honesty.**

10. FINANCIAL STABILITY

Appendices in section 10 will contribute to the panel's judgments of the proposal against the Board's Financial Stability Standard:

Financial Stability Standard

The Applicant demonstrates financial stability and the financial resources to provide a stable learning environment and to ensure that students can complete the program.

10.1 Financial Viability

Submit

10.1.1 Financial Resources

Attach as Appendix 10.1.1 an analysis of the financial information provided in the organization's business plan that demonstrates that the organization has the required financial resources to deliver and sustain the program(s) for the period of anticipated consent.

Submit

10.1.2 Sufficient Capital

Attach as Appendix 10.1.2 evidence that there is sufficient capital available for the start up and operating costs associated with the delivery of the proposed program(s). Include a pro forma financial statement, for a time period no less than the organization's first year of active operation, prepared by a public accountant licensed under the *Public Accountancy Act*.

Submit

10.1.3 Projection: Tuition Fee Collection (Table)

Attach as Appendix 10.1.3 a table that provides a monthly projection for the collection of tuition fees during the first year of the organization's operation for each program to be offered under the Minister's consent: Example: This program is offered without any breaks, that is, students attend 12 months a year. September is the only time when students commence the program or the year. Tuition fees are paid in three equal installments.

In completing this table, you should note the following: "For the purposes of this Regulation, an unearned tuition fee is any prepaid tuition fee collected from a currently enrolled student for the study period in which the student is registered but not yet earned by the consent holder because the program has not yet been delivered." O. Reg. 279/02, s. 9 (1).

10.1.3 Projection: Tuition Fee Collection (Table)

Submit

Month	1	2	3	4	5	6	7	8	9	10	11	12	13
A. Total Tuition fees collected in month	1,000K	0	0	0	1,000K	0	0	0	1,000K	0	0	0	
B. Total Tuition fees collected to date	1,000K	1,000	1,000	1,000	2,000	2,000	2,000	2,000	3,000	3,000	3,000	3,000	
C. Total Tuition fees earned	0	250	500	750	1,000	1,250	1,500	1,750	2,000	2,250	2,500	2,750	3,000
D. Tuition fees unearned (B-C)	1,000K	750	500	250	1,000	750	500	250	1,000	750	500	250	0
E. Bond (25% of highest amount of unearned revenue in D (i.e., 1,000,000)1	250K	250	250	250	250	250	250,	250	250	250	250	250	250
F. Trust fund (amount of unearned revenue above 25%), i.e., D times .75	750K	562.5	375	187.5	750	562.5	375	187.5	750	562.5	375	187.5	0

[1] Even if this amount is below $150,000, the minimum security for each program for which the private institution has consent is $150,000. O. Reg. 279/02, s. 5 (4).

How appendices 10.1.1 – 10.1.3 will be used

In addition to the information submitted in Appendix 5.3, Appendices 10.1.1-10.1.3 will contribute to the assessor's judgments about whether the submission meets the Board's Financial Stability standard, Benchmarks 1 and 2: Handbook – Private Organizations, S. 7.6:

- **A credible long-term business plan (normally five years) that addresses the Applicant's future educational, physical, and fiscal growth in Ontario and details the program to be offered in Ontario.**
- **The required financial resources to provide the program for the period proposed (human, administrative, financial, technical, facilities, equipment) to achieve the stated learning outcomes.**

10.2 Financial Audit Policy

Submit

10.2 Financial Audit Policy
Attach as Appendix 10.2 the organization's policy requiring the regular audit of the organization's financial methods, performance, and stability by an arm's-length professional accountant.

How appendix 10.2 will be used

Appendices 10.2 will contribute to the assessor's judgments about whether the submission meets the Board's Financial Stability standard, Benchmark 3: Handbook – Private Organizations, S. 7.6:

A policy requiring the regular audit of the Applicant's financial methods, performance, and stability by an arm's-length professional accountant.

11. DISPUTE RESOLUTION

Appendices in section 11 will contribute to the panel's judgments of the proposal against the Board's Dispute Resolution Standard:

Dispute Resolution Standard

The Applicant has policies for dealing with disputes between the organization and its students, and between faculty and students.

11.1 Dispute Resolution Policies

Submit

11.1 Dispute Resolution Policies
Attach as Appendix 11.1 the organization's policy(ies) and procedures pertaining to student's academic and non-academic appeals, complaints, and/or grievances.

How appendix 11.1 will be used

Appendix 11.1 will contribute to the assessor's judgments about whether the submission meets the Board's Dispute Resolution standard, Benchmark 1: Handbook – Private Organizations, S. 7.7:

Institutional policies and procedures through which

- **students' academic appeals, complaints, grievances, and/or other disputes**
- **complaints, grievances, and/or disputes of faculty, staff and administration, with respect to the policies required by the Board, can be dealt with in accordance with the following principles of natural justice:**
  - **individuals have a right to a fair and expeditious resolution of disputes;**
  - **individuals have a right to know and understand the charges or complaints made against them;**
  - **individuals have a right to be heard in response to charges or complaints made against them, before any disciplinary decision is taken;**
  - **institutions have an obligation to deal with complaints or grievances according to clear and reasonable deadlines;**
  - **institutions have an obligation to establish and operate according to administrative processes that deal with disputes fairly and expeditiously at the informal level.**

11.2 Policy Implementation and Awareness

Submit

11.2 Policy Implementation and Awareness
Attach as Appendix 11.2 an explanation of how the organization will inform students and employees about the organization's dispute resolution policies and procedures outlined in Appendix 11.1.

How appendix 11.2 will be used

Appendix 11.2 will contribute to the assessor's judgments about whether the submission meets the Board's Dispute Resolution standard, Benchmark 2: Handbook – Private Organizations, S. 7.7:

Students and employees are informed about and understand the policies and procedures for dispute resolution. To these ends, the Applicant's policies shall ensure that:

- **charges or complaints against an individual are stated clearly and in writing;**
- **there is an administrative person(s) responsible for dealing with complaints and to whom complaints may be directed, and who may facilitate the informal and satisfactory resolution of disputes;**
- **there is a process for reviewing disputes and examining the evidence;**
- **there is provision for a final internal review by a body of persons not involved in the dispute in any way.**

12. ORGANIZATION EVALUATION

Appendices in section 12 will contribute to the assessor's judgments of the proposal against the Board's Organization Evaluation Standard:

Program Evaluation Standard

The quality of the operational and administrative aspects of the organization is assured by procedures for periodic evaluation that meet the requirements outlined in the benchmarks.

12.1 Organization Evaluation Policies and Procedures

Submit

12.1 Periodic Review Policy and Schedule

Attach as Appendix 12.1 the formal, approved policy and procedures for the periodic review of organizations identified in section 7..8 of the Board's *Handbook for Private Organizations*.

How appendix 11.1 will be used

Appendix 12.1 will contribute to the assessor's judgments about whether the submission meets the Board's Organization Evaluation standard, Benchmarks 1 and 2: Handbook – Private Organizations, S. 7.8.:

1. The applicant has a formal, institutionally approved policy and procedure for the periodic review of it operational and administrative policies and procedures embodying the following characteristics:
   a. organizational reviews at regular intervals, normally not exceeding five to seven years. The first such evaluation should occur before a request for renewal of ministerial consent
   b. criteria for organizational review that include:
      i. assessment of the continuing adequacy of the organization's mission statement and academic goals that accurately identify the academic character and aspirations of the organization;
      ii. assessment of the continuing adequacy of the organization's governance structure and qualified administrative capacity necessary to organize and manage a competent institution of higher learning with appropriate participation by qualified academic staff and in consultation with students;
   c. assessment of organization's ethical conduct and businesses practices in its dealings with administrative, academic and support staff, students, regulators, suppliers, and the public in general;
   d. assessment of the continuing accuracy and completeness of the institution's public reports, materials and advertising and the key information about the organization and that it is readily available to potential and current students;
   e. assessment of the organization's commitment to and the continuing appropriateness of its academic freedom and integrity policies in that they (i) recognize and protect the rights of individuals in their pursuit of knowledge; (ii) clearly define the ownership of the intellectual products of employees and students; (iii) uphold formal ethical research standards; and (iv) foster and enforce academic honesty;
   f. assessment of the continued financial stability of the organization and that it has the financial resources to provide a stable learning environment and to ensure that students can complete the program with the stated learning outcomes;
   g. assessment of the continuing appropriateness of the organization's dispute resolution policies and practices.
2. The organization review procedure includes:

   (a) A Self-Study

   A study undertaken by administrators, faculty members and staff of organization based on evidence relating to organizational performance against the criteria stated above, including strengths and weaknesses, desired improvements, and future directions.

   (b) An Organization Evaluation Committee

   A committee struck by the senior administration to evaluate the organization's operational and administrative activities, policies and procedures based on (a) the self-study and a site visit during which members of the committee normally meet with administrators, faculty members, students, graduates, and other relevant parties such as financial auditors, bankers, critical service providers to gather information. A majority of the members must have relevant expertise in the degree-granting environment, be from outside the institution, and be free of any conflict of interest.

   (c) The Report of the Committee

   The overarching purpose of the Organization Evaluation Committee report is to assess the appropriateness and quality of the organization's operation, policies and procedures, and to recommend any changes needed to strengthen that quality. The report must be addressed to the senior administration and be shared with the academic council and governing Board, together with a plan of action responding to the recommendations in the report.

13. OTHER RELEVANT INFORMATION (OPTIONAL)

13.1 Other Information relevant to the characterization of the Organization

Attach as Appendices 13.1 – 13.n any other relevant information related to the organization that is not adequately addressed elsewhere in Part A of this submission. Please organize these by assigning category titles to the information included. These appendices should be referenced in the Table of Contents.

File #1:
Organization Review - Complete Submission Checklist

Section of Submission	Binder Tab
☐ Appendix 1.1 Title Page	1.1
☐ Appendix 1.2 Proposed Programs	1.2
☐ Appendix 1.3 Table of Contents	1.3
☐ Appendix 2.1 Information about the Organization and its Operations	2.1
☐ Appendix 2.2 Information about Owners	2.2
☐ Appendix 2.3 Institution Representatives	2.3
☐ Appendix 3.1 Executive Summary	3.1
☐ Appendix 4.1 Synopsis of Proposed Program(s)	4.1
☐ Appendix 5.1 History, Mission and Goals	5.1
☐ Appendix 5.2.1 Current Degree Programs	5.2.1
☐ Appendix 5.2.2 Proposed Program(s) and Missions/Goals	5.2.2
☐ Appendix 5.3 5-Year Business Plan	5.3
☐ Appendix 5.4 Academic Policies	5.4
☐ Appendix 6.1 Legal Characteristics	6.1
☐ Appendix 6.2.1 Organization Chart	6.2.1
☐ Appendix 6.2.2 Responsibilities and Authority	6.2.2
☐ Appendix 6.2.3 Reporting Structure	6.2.3
☐ Appendix 6.3.1 Administrative Positions	6.3.1
☐ Appendix 6.3.2 Administrative Staff	6.3.2
☐ Appendix 6.4.1 Academic Plan	6.4.1
☐ Appendix 6.4.2 Coordination of Business and Academic Plans	6.4.2
☐ Appendix 6.5 Participation in Standards and Policies	6.5
☐ Appendix 7.1.1 Explanation of Past Fraud or Misrepresentation	7.1.1
☐ Appendix 7.1.2 Explanation of Pending Legal or Administrative Actions	7.1.2
☐ Appendix 7.1.3 Information about Owners/Officers	7.1.3
☐ Appendix 7.2 Ethical Standards	7.2
☐ Appendix 8.1 Student Recruitment Policies	8.1
☐ Appendix 8.2.1 Academic Calendar Information	8.2.1
☐ Appendix 8.2.2 Policy Awareness	8.2.2
☐ Appendix 9.1.1 Academic Freedom Policy	9.1.1
☐ Appendix 9.1.2 Academic Freedom Constraints	9.1.2
☐ Appendix 9.2 Intellectual Property Policy	9.2

☐ Appendix 9.3 Policy on Ethical Research Practices	9.3
☐ Appendix 9.4.1 Academic Honesty Policy	9.4.1
☐ Appendix 9.4.2 Academic Honesty Procedures	9.4.2
☐ Appendix 10.1.1 Financial Resources	10.1.1
☐ Appendix 10.1.2 Sufficient Capital	10.1.2
☐ Appendix 10.1.3 Projection: Tuition Fee Collection	10.1.3
☐ Appendix 10.2 Financial Audit Policy	10.2
☐ Appendix 11.1 Dispute Resolution Policies	11.1
☐ Appendix 11.2 Policy Implementation and Awareness	11.2
☐ Appendix 12.1 Organization Evaluation	12.1
☐ Appendix 13.1-13.n Other Organization Information relevant to Part A-1	13.1-13.n

File #2:
Organization Review - Web Submission Checklist

Section of Submission	Binder Tab
☐ Appendix 1.1 Title Page	1.1
☐ Appendix 1.2 Proposed Programs	1.2
☐ Appendix 1.3 Table of Contents	1.3
☐ Appendix 2.1 Information about the Organization and its Operations	2.1
☐ Appendix 3.1 Executive Summary	3.1
☐ Appendix 4.1 Synopsis of Proposed Program(s)	4.1
☐ Appendix 5.1 History, Mission and Goals	5.1
☐ Appendix 5.2.1 Current Degree Programs	5.2.1
☐ Appendix 5.2.2 Proposed Program(s) and Missions/Goals	5.2.2
☐ Appendix 5.4 Academic Policies	5.4
☐ Appendix 6.2.1 Organization Chart	6.2.1
☐ Appendix 6.2.2 Responsibilities and Authority	6.2.2
☐ Appendix 6.2.3 Reporting Structure	6.2.3
☐ Appendix 6.3.1 Administrative Positions	6.3.1
☐ Appendix 6.4.1 Academic Plan	6.4.1
☐ Appendix 6.5 Participation in Standards and Policies	6.5
☐ Appendix 7.2 Ethical Standards	7.2
☐ Appendix 8.1 Student Recruitment Policies	8.1
☐ Appendix 8.2.1 Academic Calendar Information	8.2.1
☐ Appendix 8.2.2 Policy Awareness	8.2.2
☐ Appendix 9.1.1 Academic Freedom Policy	9.1.1
☐ Appendix 9.1.2 Academic Freedom Constraints	9.1.2
☐ Appendix 9.2 Intellectual Property Policy	9.2
☐ Appendix 9.3 Policy on Ethical Research Practices	9.3
☐ Appendix 9.4.1 Academic Honesty Policy	9.4.1
☐ Appendix 9.4.2 Academic Honesty Procedures	9.4.2
☐ Appendix 10.2 Financial Audit Policy	10.2
☐ Appendix 11.1 Dispute Resolution Policies	11.1
☐ Appendix 11.2 Policy Implementation and Awareness	11.2
☐ Appendix 12.1 Organization Evaluation	12.1
☐ Appendix 13.1-13.n Other Organization Information relevant to Part A-1	13.1-13.n

PART B

QUALITY ASSESSMENT REVIEW SUBMISSION GUIDELINES

INSTRUCTIONS

Part B Quality Assessment

In providing the information requested please use a format that accurately reproduces the appendix numbers and headings outlined in this document. For tables and spreadsheets, please follow the format in the samples provided.

Prepare and submit all materials for a Quality Assessment Review in accordance with the instructions that follow.

- Prepare a separately bound, complete submission for a Quality Assessment Review of each program proposed for Ministerial consent. Verify the submission contents against *the Quality Assessment Review Submission Checklists* provided at the end of these guidelines. Please note that there are three checklists: one for the complete submission (both electronic and paper), one for the electronic submission to be posted on the board's Web site and one for the executive summary. Only complete submissions will be processed; submissions and attachments that do not follow these guidelines or are incomplete will be returned to the Applicant.

- The material supplied in the *Quality Assessment Review Submission Guidelines* will be used to assess each program against the standards and benchmarks described in full detail in Chapter 9 of the *Handbook for Private Organizations*:

  9.1 Program Degree Level
  9.2 Admissions, Promotion, and Graduation
  9.3 Program Content
  9.4 Program Delivery
  9.5 Capacity to Deliver
  9.6 Credential Recognition
  9.7 Regulation and Accreditation
  9.8 Program Evaluation

- The *Handbook* and the *Minister's Directives* should be consulted to clarify any questions regarding the documentation required.
- Submit all information in a loose-leaf three-ring binder.
- Include a tab for each appendix as indicated in the *Quality Assessment Review – Complete Submission Checklist*.
- Any information submitted with this application that refers to services/resources that are shared with any other postsecondary organization, business, non-public library, etc., must be documented fully and copies of all agreements attached.
- All policies submitted in this document should be formally approved by the Applicant's governing body and readily available to the public. Policies in this submission should identify clearly the date that the policy was adopted and the approving body. If a policy has

not been approved formally, or is not available to the public, identify the policy and explain clearly why it does not meet these criteria.

- If more than one program is being submitted at one time, prepare a separate submission for each proposed program. Print on yellow paper the appendices that are common to each of the submissions (for example, common academic policies, institutional policies, plans and procedures for the protection of student records). The electronic copies requested may be submitted on the same disk or CD-Rom. Contact the Secretariat to discuss any special requirements.
- Please note that the information requested in many of the tables and appendices as well as other information supplied in the submission may address more than one standard or benchmark.
- Each appendix should be complete in and of itself. Please provide the information requested in each appendix, even if that information is reproduced in another appendix or is provided in an attachment.
- Clearly indicate where information requested in an appendix is not applicable to the submission or not available. For example, Appendix 10.1 addresses current requirements and/or standards of all licensing and regulatory bodies associated with the field of study. If there are no such requirements, write in Appendix 10.1 "not applicable to this field of study."
- One copy of all materials in the submission for the Quality Assessment Review must be in electronic format on floppy disk or CD-Rom. The Applicant must scan all supporting documentation (e.g., faculty C.V.s, letters of support) and submit to the Secretariat on floppy disk or CD-Rom one full electronic copy of the Quality Assessment Review submission and two electronic copies as requested in the *Quality Assessment Review – Web Submission Checklist* and *the Quality Assessment Review – Executive Summary (web)* for posting on the board's Web site.

Quality Assessment Panel Nominees

1. Complete the information requested in the table provided.

2. The Board requires the organization to nominate at least three (3) people and no more than eight (8) people who would meet the Board's criteria for assessors and from whom the Board may select some or all as members to be on the Board's roster of quality assessors. The Board may appoint nominees to review the submission and/or other proposals.

4. Complete information must be provided for all nominees.

3. Where a nominee does not possess credentials in one or other of the categories, the organization must indicate in the table that this information is "not applicable". The Board will not consider candidates for whom the organization has failed to provide complete information.

6. In making nominations to the Board, please review carefully the Board's criteria for quality assessors and the Board's guidelines on conflict of interest to ensure that appropriate nominations are made. In making its appointments, the Board will appoint highly qualified individuals who possess:
   - an advanced academic credential related to the subject area under review (normally at the terminal level in the field); and/or
   - any required or desired professional credentials and/or related work experience of substantial depth and range; and/or
   - relevant academic experience such as administration, teaching, curriculum design, and/or quality assessment experience (e.g., as appraisers for accrediting bodies or as reviewers of degree programs);

   and who are free from
   - any conflict of interest, as outlined in the Board's policies on conflict of interest for quality assessors. Under this policy, the Board will not consider nominations of individuals who have served on any program committee or Board connected to the organization within the past seven (7) years or who have submitted a letter of support for the proposed program.

The Board will strive to name Quality Assessment Panels that reflect an appropriate mix of academic/ professional credentials and experience related to the field.

Nomination Table

Name and Full Address	Tel: Fax: E-mail:	Academic Credentials	Professional Designations	Nominee accepted organization's nomination	Arm's length from organization for past 7 years
1.	Tel: FAX: E-mail:			____ Yes ____ No	____ Yes ____ No
2.	Tel: FAX: E-mail:			____ Yes ____ No	____ Yes ____ No
3.	Tel: FAX: E-mail:			____ Yes ____ No	____ Yes ____ No
4.	Tel: FAX: E-mail:			____ Yes ____ No	____ Yes ____ No
5.	Tel: FAX: E-mail:			____ Yes ____ No	____ Yes ____ No

1. ORGANIZATION AND PROGRAM INFORMATION

Submit

1.1 Title Page

Prepare a submission title page with the following information.

Full Legal Name of Organization:
Operating Name of Organization:
Common Acronym of Organization (if applicable):
URL for Organization Homepage (if applicable):
Proposed Degree Nomenclature: *[e.g., Bachelor of Arts (Psychology), B.A. (Psychology)]*
Location (specific address) where program to be delivered (each location requires a location-specific consent from the Minister):
Contact Information: Person Responsible for this Submission:* Name/Title: Full Mailing Address: Telephone: Fax: E-mail:
Site Visit Coordinator (if different from above):** Name/Title: Full Mailing Address: Telephone: Fax: E-mail:
Anticipated Start Date:
Anticipated Enrolment for the first 4 years of the program:
* The person who is the primary contact for the submission on matters pertaining to proposal content and communications from the Postsecondary Education Quality Assessment Board. ** This person will be the organization's liaison for coordinating the site visit.

Submit

1.2 Table of Contents

Prepare a table of contents for the quality assessment review submission and attach as Appendix 1.2. Use the "Quality Assessment Review – Complete Submission Checklist" provided in this document for a list of all the appendices (contents) for inclusion.

Ensure that all appendices requested in the "Quality Assessment Review – Complete Submission Checklist" are submitted, listed in the Table of Contents, and tabbed in the submission.
If the information requested in an appendix is not applicable or not available, please state clearly that this is the case in the relevant appendix section (rather than leaving the section blank or not including the appendix). Tab the appendices as indicated in the "Quality Assessment Review – Complete Submission Checklist".

Submit

2.1 Executive Summary Prepare an Executive Summary with the following information:
Proposed Credential Nomenclature:
Discipline/Field of Study:
Is work experience/work placement term required for degree completion?
Anticipated Program Start Date:
Program Description, which includes: • an overview of the organization's history, mission, and academic goals; • a summary of the proposed program that – explains the relationship between: i) the program and the organization's mission and academic goals; ii) the program learning outcomes and the curriculum design; – highlights: i) program strengths; ii) program outcomes and delivery methods; • a description of the purpose and role within the program of work/internship experiences required for program completion; • an overview of program support and recognition from the profession, other postsecondary institutions, and relevant regulatory bodies, where applicable; • an identification of anticipated employment possibilities for program graduates; • a summary of the organization's capacity to deliver the program (include past performance where applicable and explanation of the organization's financial capacity to develop, sustain, and deliver the program in Ontario); and • projected enrolment and faculty growth for the first four years of operation in Ontario.

Submit

3.1 Program Abstract

Attach as Appendix 3.1 an abstract of **no more than 100 words** that includes a summary of the program learning outcomes, potential areas/sectors of employment for graduates, and/or opportunities for further study. This abstract will not be used for purposes of assessment, but may be used (i) to acquaint potential quality assessors and others with this program proposal, and (ii) in ministry communications with the public about this program.

4. PROGRAM DEGREE LEVEL STANDARD

Appendices in section 4 will contribute to the assessor's judgments of the proposal against the Board's Degree Level standard that your organization has applied for.

Degree Level Standard

The Board has 6 Degree Level standards:

1. ***Baccalaureate: General***
2. ***Baccalaureate: Honours/Specialist***
3. ***Baccalaureate: Applied Area of Study***
4. ***Baccalaureate: Professional***
5. ***Master's***
6. ***Doctoral***

Each has a set of expectations articulated within the following categories

1. ***Depth and Breadth of Knowledge in the Field***
2. ***Depth and Breadth of Knowledge Outside the Field***
3. ***Conceptual and Methodological Awareness***
4. ***Level of Analytical Skills***
5. ***Level of Application of Knowledge***
6. ***Professional Capacity/ Autonomy***
7. ***Level of Communications Skills***
8. ***Awareness of Limits of Knowledge***

4.1 Degree Level Summary

Submit

4.1 Degree Level Summary

The Quality Assessment Panel (QAP) will review your program against the Degree Level standard that you specify in your application. The panel's judgments about the degree level standard will be based on the totality of the information provided in your submission. In this appendix, you have the opportunity to summarize and synthesize those features of the program and the resources that support it to demonstrate to the QAP and the Board that the knowledge and skill expectations of the Board's Degree Level standard will be met. Attach the summary as Appendix 4.1.

How appendix 4.1 will be used

All submission appendices including Appendix 4.1 will contribute to the assessor's judgments about whether the submission meets the Board's Degree Level standard Benchmark 1: Handbook – Private Organizations, S. 9.1:

The program meets or exceeds the learning outcome standards for the baccalaureate in an applied area, and the Applicant demonstrates how the program meets the standard.

4.2 Samples of Student Work

Submit

4.2 Samples of Student Work
If this is a submission for a new program, attach as Appendix 4.2 the following statement: "This is an application for a new program.", and proceed to Appendix 5.1.

If this is a submission for a renewal of consent, attach as Appendix 4.2 the following statement: "The organization has on file and available upon request samples of student work as per the requirements of Appendix 4.2 and Benchmark 2 of the Degree Level standard:

Assessment of individual student work in the terminal stage of the program, that reflects exemplary, average, and minimally acceptable performance, demonstrates that the degree level standard has been achieved.

Appendix 4.2 will contribute to the assessor's judgments about whether the submission meets the Board's Degree Level standard Benchmark 2: Handbook – Private Organizations, S. 9.1:

Assessment of individual student work in the terminal stage of the program, that reflects exemplary, average, and minimally acceptable performance, demonstrates that the degree level standard has been achieved.

5. ADMISSIONS, PROMOTION, GRADUATION STANDARD

Appendices in section 5 will contribute to the assessor's judgments of the proposal against the Board's Admissions, Promotion, and Graduation Standard:

Admissions, Promotion, Graduation Standard

The applicant has admissions, promotion and graduation requirements for the proposed program consistent with the postsecondary character of degree-granting organizations and comparable with those of members of the Association of Universities and Organizations of Canada.

5.1 Direct Entry Admission

Submit

5.1.1 Admission Requirements Direct Entry
Attach as Appendix 5.1.1 a table that indicates the level of achievement and other admission requirements for students applying to enter directly into the first year of the degree program.

	Program Admission Requirements
Academic	
Related work/volunteer experience	
Other (e.g., portfolio, specialized testing, interview, G.R.E., etc..)	

How appendix 5.1.1 will be used

Appendix 5.1.1 will contribute to the assessor's judgments about whether the submission meets the Board's Admissions, Promotion, Graduation standard Benchmark 1: Handbook – Private Organizations, S. 9.2:

Admission requirements are appropriate to the learning outcome goals of the program and the degree-level standard. Admission to a baccalaureate degree in and applied area of study requires at a minimum an Ontario Secondary School Diploma or equivalent, six university or university/organization courses at the Grade 12 level, a *minimum* average of 65 per cent, and additional requirements as programs require.

Submit

5.1.2 Admission Policies and Procedures for Mature Students
Attach as Appendix 5.1.2 the organization's policies and procedures pertaining to the admission of mature students. Identify the assessment instrument(s) that are/will be used, and the firm(s) responsible for the assessment.

How appendix 5.1.2 will be used

Appendix 5.1.2 will contribute to the assessor's judgments about whether the submission meets the Board's Admissions, Promotion, Graduation standard Benchmark 2: Handbook – Private Organizations, S. 9.2:

"Mature students" have demonstrated academic abilities equivalent to those of Ontario high school graduates, verified by successful completion of courses at the postsecondary level or an entrance examination. ("Mature students" are applicants who have not achieved the Ontario Secondary School Diploma [OSSD] or its equivalent, who are at least 19 years of age on or before the commencement of the program in which they intend to enrol.)

5.2 Advanced Standing

Submit

5.2.1 Credit Transfer/Recognition Policies and Procedures
Attach as Appendix 5.2.1 the organization's polices and procedures pertaining to credit transfer/recognition (including any bridging requirements for certificate/diploma to degree laddering).

How appendix 5.2.1 will be used

Appendix 5.2.1 will contribute to the assessor's judgments on the *Admissions, Promotion, Graduation Standard, Benchmarks 3 and 4; Handbook – Private Organizations, S. 9.2.*

Applicants who propose to award any type of advanced standing into the proposed program are required to have policies and procedures pertaining to credit/credential recognition that relate to the type of advanced standing being proposed (including any bridging requirements for certificate/diploma to enter degree programs), and such policies must:

a) **have as a principal criterion that the credits accepted for admission to a degree program are in proportion to the affinity with and/or applicability to the specialist content of the program and other curricular requirements;**

b) **be fair (award credit where credit is due), reasonable (do not award credit where none is due), and consistent;**

c) **identify the bases on which such decisions are made, including:**
   - i) **the minimum acceptable grade or achievement level;**
   - ii) **the requirements for comparability of program content of earlier studies with that of the proposed program;**
   - iii) **the procedures for determining the credit to be awarded;**
   - iv) **the procedures that students will follow when requesting credit and appealing transfer of credit decisions;**
   - v) **for all programs (undergraduate and graduate), the limit on the number of credits that will be awarded for prior degree level study toward the degree program;**
   - vi) **for undergraduate programs, the limit on the number of credits that will be awarded for prior diploma level study, with and without affinity[1], toward the degree program (excluding any work experience/internship requirements) such that the advanced standing to be awarded does not exceed:**
     - **67 % credit for a 3-year degree program from a completed 3-year diploma program**
     - **53 % degree level credit for a 3-year degree program from a completed 2-year diploma program**
     - **65 % degree level credit for a 4-year degree program from a completed 3-year diploma program**
     - **40 % degree level credit for a 4-year degree program from a completed 2-year diploma program.**

d) **require in all cases a gap analysis of the program content and outcomes of the studies for which transfer credit is being awarded and require that all gap analyses be retained for review;**

e) **ensure that the degree level standard and all of the program learning outcome standards of the degree program are met; and**

f) **identify any requirements for bridging studies that facilitate entry into the proposed program.**

Administrative procedures for assessing advanced standing in a degree program, must include the following elements:

a) **Credit awards and their transcript entries should be monitored to avoid giving credit twice for the same learning.**

b) **Policies and procedures applied to assessment, including provision for appeal, should be fully disclosed and prominently available.**

c) **All personnel involved in the assessment of learning should receive adequate training for the functions they perform, and there should be provision for their continued professional development.**

d) **Advanced standing decisions should be regularly monitored, reviewed, and evaluated to ensure their ongoing validity for the degree program.**

Submit

5.2.2 Advanced Placement Policies

Attach as Appendix 5.2.2 the organization's admission policies that pertain to entrance examinations and advanced placement based on prior learning assessments.

How appendix 5.2.2 will be used

Appendix 5.2.2 will contribute to the assessor's judgments about whether the submission meets the Board's Admissions, Promotion, Graduation standard, Benchmarks 6 and 7: Handbook – Private Organizations, S. 9.2:

Applicants proposing to award credit for "life experience" (i.e., learning that takes place outside formal post-secondary educational institutions, for example: work experiences, self-directed study, volunteer activities and community work, non-credit courses, corporate training programs, travel or hobbies)

a) must submit their policies and procedures pertaining to prior learning assessment, which must include at a minimum:
   (i) key principles informing the prior learning assessment;
   (ii) methodology used (portfolio assessment, examination challenge for credit);
   (iii) internal procedures for portfolio assessment;
   (iv) policies on credit limits, appeals, and confidentiality;
   (v) assessment documents, guidelines, brochures for potential students; and

b) must ensure that the degree level standard and program learning outcomes are met.

In such cases the applicant will be required to demonstrate that:

(i) Credit will be awarded only for learning and not for experience.
(ii) Credit will be awarded only for degree-level learning.
(iii) The determination of competence levels and credit awards will be made by academic experts in the appropriate subject matter.

The Board will not recommend proposals that:

a) propose to offer any credits for "life experience", unless that experience is assessed for its appropriate learning value to the specific degree program;
b) propose to waive comprehensive examinations, academic reports, research projects and/or thesis, if these are standard requirements of the program;
c) propose to award advanced standing for more than 50% of the total number of the credits of the program based on prior learning assessment;
d) do not require that at least 50% of the individuals enrolled in a program at any given time are actively taking required elements of that program.

Whether advanced standing decisions are based on credit transfer/credential recognition or prior learning assessment, the following administrative procedures must be in place:

a) Credit awards and their transcript entries should be monitored to avoid giving credit twice for the same learning.
b) Policies and procedures applied to assessment, including provision for appeal, should be fully disclosed and prominently available.
c) All personnel involved in the assessment of learning should receive adequate training for the functions they perform, and there should be provision for their continued professional development.
d) Advanced standing decisions should be regularly monitored, reviewed, and evaluated to ensure their ongoing validity for the degree program.

Submit

5.2.3 (.1-n) Degree Completion Arrangements

Where applicable, (when the applicant proposes for the purposes of a degree completion arrangement between a particular program of non-degree study and the proposed degree program,

- to exceed the limits on credit recognition identified above, and/or
- bridging studies to facilitate advanced standing)

attach as Appendix 5.2.3 (.1-n) a description of the arrangement(s). Indicate the amount of credit students will receive toward the degree program, any special requirements of students to enter the degree completion arrangement, and the point of entry into the degree program.

Submit

5.2.4 (.1-n) Gap Analysis

For each degree completion arrangement identified in 5.2.3, attach as 5.2.4 (.1-n) a gap analysis **for each** proposed degree completion arrangement. The gap analysis should at a minimum, compare the program outcomes of the prior study with the program outcomes of the proposed degree, identify the gaps in knowledge and skills, and indicate how these will be addressed.

e.g., Degree completion arrangements for graduates of diploma program X

Outcomes of prior study	Degree Program outcomes	Gap in knowledge and skills	Remediation of Gap

Submit

5.2.5 (.1-n) Bridging Courses

Where bridging studies are proposed, submit the course outlines for the bridging studies in conformity with the template in Appendix 6.5.2

How appendices 5.2.3 – 5.2.5 will be used

Appendices 5.2.3 – 5.2.5 will contribute to the assessor's judgments about whether the submission meets the Board's Admissions, Promotion, Graduation standard Benchmark 5: Handbook – Private Organizations, S. 9.2:

Where the applicant proposes, for the purposes of a degree completion arrangement between a particular program of non-degree study and the proposed degree program,

- **to exceed the limits identified in 3 c vi, and/or**
- **bridging studies to facilitate advanced standing**

the applicant submits a detailed gap analysis that demonstrates

a) the academic integrity of the degree program, and

b) that the degree level standard and degree program learning outcomes are met.

5.3 Promotion and Graduation Requirements

Submit

5.3 Promotion and Graduation Requirements
Attach as Appendix 5.3 a table that indicates the organization's policy on the level of achievement required of students in the program for promotion and graduation.

Requirements not indicated as pass/fail should be identified as a grade-point average (GPA) or percentage (%). Include an explanation of how GPA is calculated.

	Level of Achievement	
Program Requirement	Promotion	Graduation
Courses in disciplines outside the main field(s) of study		
Courses in disciplines within the main field(s) of study		
Other, please specify (e.g., work placement/internship)		
Other, please specify (e.g., research paper)		
Other, please specify (e.g., laboratories) . . . etc..		
Overall achievement		

How appendix 5.3 will be used

Appendices 5.3 will contribute to the assessor's judgments about whether the submission meets the Board's Admissions, Promotion, Graduation standard, Benchmark 8: Handbook – Private Organizations, S. 9.2:

Promotion and graduation requirements are consistent with the learning outcome goals of the program and the degree-level standard, and include:

a) **appropriate policies governing academic remediation, sanctions, and suspension for students who do not meet minimum achievement requirements;**
b) **a grading system that is easily understandable, meaningful and convertible to students, other postsecondary institutions, and potential employers, whether expressed as letter grades, percentages or grade points;**
c) **minimum overall average acceptable achievement (across all degree requirements, including the breadth and discipline-related requirements) for progression in the program not lower than the level typically designated by C- or 60 - 62%;**
d) **minimum overall average acceptable achievement in discipline-related requirements for progression in the program not lower than the level typically designated by C- or 60 - 62%;**
e) **a higher level of overall achievement expected in the main field or discipline of study than the overall average; and**
f) **regardless of the grading scheme used (letter grade, grade point average, and/or percentage), and as appropriate to the introductory, medial, or terminal stages of the program, acceptable performance corresponds to student work that demonstrates the degree level standard, i.e.,:**
   - **knowledge and/or critical understanding of**
     - **the principal assumptions, methods and applications of the discipline/field of practice,**
   - **the main fields within the discipline and the discipline's relationship and interaction with other disciplines;**

- **an ability to**
  - **interpret and to critically evaluate new material relevant to the discipline/field of practice;**
  - **devise and sustain arguments, and/or to solve practice-related problems using the methods of the discipline/field of practice;**
  - **review, present, and critically evaluate scholarly and professional reviews and primary sources, data, arguments, assumptions, and abstract concepts;**
  - **frame appropriate questions to solve a research question or professional problem;**
  - **communicate clearly;**
  - **an appreciation of the uncertainty, ambiguity and limits of the students knowledge and/or of knowledge itself, and how this might influence analyses and interpretations based on that knowledge.**

6. PROGRAM CONTENT STANDARD

Appendices in section 6 will contribute to the assessor's judgments of the proposal against the Board's Program Content Standard:

Program Content Standard

a) The content of the program, in both subject matter and outcome standards, meets the degree-level standard.

b) The program offers an education of sufficient breadth and rigour to be comparable to similar programs offered by institutions that meet recognized standards in Ontario and in other jurisdictions.

c) The curriculum is current and reflects the state of knowledge in the field, or fields in the case of interdisciplinary or multidisciplinary programs as well as the needs of the field of practice.

d) The program ensures an appropriate balance of theory and practice and includes an educationally supervised, paid, full-time work term of no less than 14 consecutive weeks prior to the last academic term.[1]

e) The following breadth requirement is respected: The instructional program ensures an appropriate balance of professional and liberal studies in accordance with the following guidelines:

i. No more than 80 per cent of the program hours are in courses in the professional or main field of study (all required elements in theory, practice, and corollary disciplines).

ii. At least 20 per cent of the program hours[1] *in degree-level courses are outside the professional or main field of study, of which some are free electives, to ensure that students are aware (a) of the distinctive assumptions and modes of analysis of at least one discipline outside their main field of study, and (b) of the society and culture in which they live and work.*

iii. *At the applicant's option, the breadth component of the program may be subdivided to accommodate complementary degree-level courses, where one-quarter of the breadth program hours may be in complementary degree-level courses that may be linked to the main field of study (e.g., the history/ economics/ ethics of the main field of study).*

6.1 Program Advisory Committee

Submit

6.1.1 Program Advisory Committee Membership

Attach as Appendix 6.1.1 a copy of the membership of the Program Advisory Committee for this program that includes the committee members' name, occupation, related credential(s), professional affiliation(s), and employer.

Submit

6.1.2 Program Advisory Committee Minutes
Attach as Appendix 6.1.2 copies of relevant minutes of Program Advisory Committee meetings, including the minutes that:

- contain the motion to support the program proposal; and
- confirm that the program meets or exceeds the requirements of the field of study and/or practice.

How appendices 6.1.1 and 6.1.2 will be used

Appendices 6.1.1 and 6.1.2 will contribute to the assessor's judgments about whether the submission meets the Board's Program Content standard, Benchmark 1: Handbook – Private Organizations, S. 9.3:

An appropriately qualified and representative Program Advisory Committee exists to ensure that the curriculum is current and reflects the state of knowledge in the field(s) and the needs of the field(s) of practice.

6.2 Professional/Accreditation or Other Organization Support

Submit

6.2.1 Professional/Accreditation or Other Requirements
Attach as Appendix 6.2.1 the current requirements and/or standards of major and/or nationally recognized professional associations, accreditation agencies, or other organizations associated with this field of study and indicate how the program will address these.

6.2.2 Letters of Support: Professional/Accreditation or Other Requirements
Attach as Appendix 6.2.2 letters of support from these bodies that indicate their recognition of the new graduate credentials in terms of employment and future promotion opportunities.

How appendices 6.2.1 and 6.2.2 will be used

Appendices 6.2.1 and 6.2.2 will contribute to the assessor's judgments about whether the submission meets the Board's Program Content standard, Benchmark 2: Handbook – Private Organizations, S. 9.3:

Learning outcomes and standards in the subjects/courses in the program demonstrate how graduates will be prepared with the knowledge and skills appropriate to the degree-level standard, and:

a) meet the requirements or standards set by any relevant professional or accrediting body;
b) meet or exceed the requirements in the same subjects for similar degree programs in Ontario and in other jurisdictions;
c) meet or exceed the requirements of the field of study/practice.

6.3 Program Content Summary Material

Submit

6.3.1 Program Level Learning Outcomes
Attach as Appendix 6.3.1 a table that indicates the program outcomes and the corresponding courses, course segments, or workplace requirements that contribute to the outcome.

Program Level Learning Outcomes	Courses, Course Segments or Workplace Requirements that contribute to this outcome
1.	• • etc..
2.	etc.

Submit

6.3.2 Course Descriptions

Attach as Appendix 6.3.2 a table that indicates course descriptions as these may appear in an academic calendar by semester for each academic year.

Year and Semester	Course Title	Calendar Course Description
YEAR 1		
Semester 1		

6.3.3 Academic Course Schedule Information

Submit

6.3.3.1 Program Hour/Credit Conversion Justification

Attach as Appendix 6.3.3.1 answers to the following questions and, where appropriate, a table with the information requested.

1. Does the program include laboratory components?
   ___ Yes ___ No
2. If "yes", will the calculation of program breadth be based on a conversion of all program hours into program credits?
   ___ Yes ___ No
3. If "yes", complete Table 6.4.1. If "no", proceed to Appendix 6.4.2.

Note: In order to consider the conversion of program hours to program credits, the Board requires the applicant to show (i) how the laboratory component of the program provides essential training common to the field of practice/profession and (ii) how the conversion of laboratory hours to program credits is consistent with Ontario postsecondary educational credit standards for training in this subject/field (for example, where laboratory hours are not assigned program credits on a 1:1 ratio with course hours, e.g., 1 course hour = 1 program credit; 3 laboratory hours = 1 program credit).

If the calculation of program breadth is based on a conversion of program hours into program credits, use the following table to show and justify the conversion rate used.

Table 6.3.3.1

	Contact Hours	Credit Equivalency
Courses (core and breadth)		
Laboratories (list all laboratories if credit equivalencies are assigned differently)		
Justification: Provide the following information as evidence to show that the conversion of laboratory hours to program credits is consistent with Ontario postsecondary educational credit standards for training in the subject/field. **Institution:** **Program comparison:** **Number of credits assigned to number of course hours:** **Number of credits assigned to number of laboratory hours:**		

Submit

6.3.3.2 Undergraduate Academic Course Schedule

Attach as Appendix 6.3.3.2 a course schedule table stating for each academic year, and by semester, the following information:

- the title of each course/other requirement;
- the type of course/other requirement (Discipline Outside the Main Field[s] of Study – DO; Discipline Within the Main Field[s] of Study – DW; Discipline Outside the Main Field[s] of Study but Linked to the Main Field of Study – DL);
- hours per course;
- course prerequisites, co-requisites, and restrictions
- proposed instructor and their highest, earned qualification (include CV in appendix 8.4).

See next page for format

Include separate tables for full-time studies (Appendix 6.3.3.2 A) and part-time studies (Appendix 6.3.3.2B) if both are offered. If the calculation of program breadth is based on program credits, then change the column headings referring to "Semester Hours" to "Credit Hours" and complete the table accordingly.

Year and Semester	**Course Title**	**Total DW Course Semester Hours**	**Total DO Course Semester Hours**	**Total DL Course Semser Hours**	**Course Prerequisites and Co-reqrequisities**	**Proposed Instructor (or indicate if faculty to be recruited)**	**Highest qualification earned and discipline of study (or required of faculty to be hired)**
YEAR 1	Biology 101	48			Not applicable	Prof. Jones	PhD Biology
	Contemporary Canadian Literature (Liberal Arts		48		Not applicable	Prof. Cooper	PhD English
Semester 2	Biology 102				Biology 101	Recruit	M.A. minimum PhD preferred
	Ethical Practices in Genetic Research			48	Philosophy 101	Prof. Jiwan	PhD Biology
Year 2							
Semester 1	Biology 200	48			Biology 102	Prof. Green	MA Biology PhD
Semester 2							
Subtotal Course Hours		A= Sum of DW Hours	B= Sum of DO Hours	C= Sum of DL Hours			
Total Program Hours		A+B+C					
Calculate the percentage of the program offered in DO and DL courses		[(B+C) ÷ (A+B+C)] X 100			Must be at least 20% of total program		
Calculate the percentage of the breadth courses offered in DO courses		[B÷ (B+C)] X 100			Must be at least 75% of total DO and DL courses		
Calculate the percentage of the breadth courses offered in DL courses		[C÷ (B+C] X 100			Must not be greater than 25% of the total DO and DL course		

Submit

6.3.3.3 Graduate Academic Course Schedule

For Masters or Doctoral Degrees: attach as Appendix 6.3.3.3, a course schedule table stating for each academic year, and by semester, the following information:

- the title of each course/ other requirement;
- hours per course;
- course pre-requisites, co-requisites and restrictions;
- proposed instructor;
- highest qualification of instructor; and
- page number of CV for instructor.

See next page for format

Include separate tables for full-time studies (Appendix 6.3.3.3.A) and part-time studies (Appendix6.3.3.3.B) if both are offered.

Course Schedule – Example

Year and Semester	Course Title	Course Semester Hours	Course Prerequisites and Co-reqrequisities	Proposed Instructor (or indicate if faculty to be recruited)	Hi Highest Qualification earned and discipline of study (or required of faculty to be hired)	Page Reference to CV
YEAR 1	Social Theory and Method in	48	Not applicable	Prof. Jones	PhD Anthropology)	166
	Evolutionary and Ecological Theory and Method 1	48	Not applicable	Prof. Smith	PhD (Anthropology)	181
	Descriptive Linguistics	48	Not applicable	Prof. White	PhD (Linguistics)	199
Semester 2	Social Theory and Method in Anthropology II	48	Social Theory and Method in Anthropology I	Prof. Jones	PhD (Anthropology)	166
	Evolutionary and Ecological Theory and Method II	48	Evolutionary and Ecological Theory and Method I	Prof. Smith	PhD (Anthropology)	181
	Semiotics and Communication	48	Descriptive Linguistics	Prof. Black	PhD (Linguistics)	113
Year 2					PhD (Anthropology)	
Semester 1	Critical Issues in Ethnology	48	Not applicable	Prof. Green	PhD (Anthropology)	148
	Forensic Anthropology	96	Not applicable	Prof. Williams	PhD (Anthropology)	209
Semester 2	M. A. Thesis			Faculty	PhD (Anthropology)	
Total Program Hours						

How appendix 6.3 will be used

The appendices in 6.3 provide summary information to the assessors and will contribute to the assessor's judgments about whether the submission meets the Board's Program Content standard, Benchmarks 2, 3, 4, 5, and 6: Handbook – Private Organizations, S. 9. 3, and Capacity to Deliver standard, Benchmarks 9-17: Handbook – Private Organizations, S. 9.5 (which will be elaborated below in the contexts of the corresponding detailed information).

6.4 Course Outlines and Other Graduation Requirements

Submit

6.4. Course Outlines

The Board appreciates the curriculum planning challenge presented by programs that have not been offered previously. The Board recognizes that once the program is running, the information required below is likely to change, especially in the upper-year courses, to reflect the current state of knowledge in the field. Nevertheless, the Board wishes to see how the course would be structured if the applicant offered the course today.

Attach as Appendix 6.4 a series of course outlines (and outlines of all other requirements for graduation where applicable). Each outline should include:

Course Title:
Year and Semester:
• course/subject description • method(s) of instruction • a content outline by topic • length in actual contact hours • method(s) and frequency of evaluation of student performance (e.g., assignments, presentations, term papers, exams) • resources to be purchased/provided by students (e.g., course kits, equipment, software) • textbook requirements (for new programs, indicate illustrative textbooks and other course materials) • learning outcomes (also listed in appendix 6.5.1)
Information About Course Designer/Developer: ___ Course designed by faculty eligible to teach this course: (Attach list of names; faculty curriculum vitae in Appendix 8.4.1, 8.4.2, or 8.4.3 as appropriate.) ___ Course designed by other: (Attach name[s] and explanation of role in Appendix 8.4.4. The Quality Assessment Panel may request the curriculum vitae or résumé.)
List faculty qualified to teach the course and/or statement "faculty to be hired":
If the method of instruction includes on-line delivery (technology-based, computer-based and web-based), what percentage of the course content will be offered on-line? _____%
Faculty qualifications required to teach/supervise the course: (Include academic credentials and professional experience.)
Classroom requirements:
Equipment requirements:

How appendix 6.4 will be used

Appendix 6.4 will contribute to the assessor's judgments about whether the submission meets the Board's Program Content standard, Benchmarks 2, 3, 4, 5, and 6. Handbook – Private Organizations, S. 9.3:

- **Learning outcomes and standards in the subjects/courses in the program demonstrate how graduates will be prepared with the knowledge and skills appropriate to the degree-level standard, and:**
  - **meet the requirements or standards set by any relevant professional or accrediting body;**
  - **meet or exceed the requirements in the same subjects for similar degree programs in Ontario and in other jurisdictions;**
  - **meet or exceed the requirements of the field of study/practice.**
- **Courses (including breadth courses) provide exposure to increasingly complex theory at the degree level and in the professional courses, the application of that theory to practice and the demands of practice in the field.**
- **The time allotments assigned to the program as a whole and to components in the program are appropriate to the stated learning outcomes.**
- **The breadth requirement component meets the standard in time and content.**
- **The type and frequency of assessments of student learning are commensurate with the stated learning outcomes and provide appropriate information to students about their achievement levels.**

This appendix also contributes to the assessor's judgments of the Program Delivery standard Benchmarks 2 -3:

- **Course design and delivery methods are appropriate to course content.**
- **The applicant has the expertise and resources to support the proposed delivery methods and to ensure their effectiveness.**

and of the Capacity to Deliver standard Benchmarks 9-17 pertaining to faculty qualifications:

- **The applicant has academic and other staff in sufficient numbers to develop and deliver the program and to meet the demands of the projected student enrolment. The required minimum faculty and staff numbers will depend upon the method of delivery, enrolments, and the complexity or variety of specializations.**
- **Exceptions to benchmarks 11, 12, 13, 14, 16, or 17 below must be (a) based on the absence of a related program credential in a university or other extraordinary circumstances, and (b) justified in writing with specific reference to the Board's Capacity to Deliver benchmarks and approved by the applicant's President/CEO or, on explicit delegation, the applicant's senior academic officer. The signed document must be kept on file for review at the time of any request for renewed consent.**
- **The faculty teaching all components of the program and, where appropriate, acting as thesis/dissertation supervisors and/or members of examining committees consist of (a) persons with appropriate academic qualifications and fields of expertise, and (b) where relevant, practitioners with required professional credentials and related work experience.**

Undergraduate Programs

- **All faculty teaching in the professional or main field of study (a) hold an academic credential at least one degree higher than that offered by the program in the field or in a closely related field/discipline and (b) no fewer than 50 percent of the faculty hold the terminal academic credential in the field or in a closely related field/discipline.[1]**
- **All faculty teaching courses outside the professional or main field of study (breadth courses, whether linked or not linked to the main field) (a) hold an academic credential at least one degree higher than that offered by the program in the field or in a closely related field/discipline and (b) no fewer than 50 percent of the faculty hold the terminal academic credential in the field or in a closely related field/discipline.**

Graduate Programs

- **The applicant identifies the fields or specializations to be covered in the program.**
- **The applicant demonstrates that it has a sufficient number of qualified faculty to offer the program and the designated fields in the program.**
- **No fewer than 80 percent of the faculty teaching in the program hold the terminal academic credential in the field or in a closely related field/discipline or have substantial records of scholarly contributions to the field/discipline.**
- **Faculty members have records demonstrating their contribution to the advancement of the field/ discipline through peer-reviewed research/scholarship or exhibitions or professional activity.**

6.5 Work Experience Required for Degree Completion

Submit

6.5.1 Support for Work Experience
Attach as Appendix 6.5.1 a summary of the types of placements students will be seeking for work experience/placements associated with the program, the organization's plans to develop placement opportunities for students, and the level of support the organization will extend to students seeking placements.

Submit

6.5.2Work Experience Outcomes and Evaluation
Attach as Appendix 6.5.2 a table that indicates the anticipated outcomes of the work experience associated with the program, how the experience offered will provide the opportunity to put the stated learning outcomes into practice, and how students will be evaluated during their placements.

Work Experience Outcomes	How work experience puts into practice the program outcomes	Method of evaluating student during placement

How appendices 6.5.1 and 6.5.2 will be used

Appendices 6.5.1 and 6.5.2 will contribute to the assessor's judgments about whether the submission meets the Board's Program Content standard, Benchmark 7: Handbook – Private Organizations, S. 9.3:

At least one required work experience component in a block of not less than 14 weeks, with appropriate articulated learning outcome goals and a method for instructor and employer assessment leading to the assignment of a grade.

7. PROGRAM DELIVERY STANDARD

Appendices in section 7 will contribute to the assessor's judgments of the proposal against the Board's Program Delivery Standard:

Program Delivery Standard

The delivery methods will achieve the proposed learning outcomes at the degree-level standard.

7.1 Quality Assurance for Program Delivery

Submit

7.1.1 Quality Assurance Policies
Attach as Appendix 7.1.1 copies of the organization's policies, guidelines, and practices pertaining to quality assurance of program delivery method(s).

Submit

7.1.2 Policy on Student Feedback
Attach as Appendix 7.1.2 a copy of the organization's policy regarding the mechanisms and processes for student feedback regarding program delivery.

Submit

7.1.3 Student Feedback Instruments
Attach as Appendix 7.1.3 an outline of the feedback criteria to be included or a copy of any existing student feedback instruments.

How appendices 7.1.1 - 7.1.3 will be used

Along with Appendix 6.4.1, Appendices 7.1.1, 7.1.2, and 7.1.3 will contribute to the assessor's judgments about whether the submission meets the Board's Program Delivery standard, Benchmarks 1, 2, 3, and 4: Handbook – Private Organizations, S. 9.4:

- **The delivery methods and their quality assurance policies facilitate and/or enhance the proposed learning outcomes.**
- **Course design and delivery methods are appropriate to course content.**
- **The applicant has the expertise and resources to support the proposed delivery methods and to ensure their effectiveness.**
- **The applicant's assessment of the quality and effectiveness of the delivery methods includes consideration of standardized and regular feedback from students.**

7.2 On-line Delivery

Submit

7.2.1 On-line Learning Policies and Practices
If on-line learning is a delivery method to be used in this program, attach as Appendix 7.2.1 copies of the organization's policies, guidelines and practices pertaining to

- technology-based, computer-based, and web-based learning modes of delivery to ensure:
  - student and faculty preparation and orientation;
  - reliable, sufficient, and scalable course-management systems;
  - accessible technical assistance for students and faculty;
  - appropriate hardware, software, and other technological resources and media; and
  - well-maintained and current technology and equipment.

Include the following statement: "The organization has on file and available upon request copies of current software, hardware, and systems agreements that pertain to the delivery of electronic/on-line learning."

Submit

7.2.2 Academic Community Policies
If on-line learning is a delivery method to be used in this program , attach as Appendix 7.2.2 a description of how on-line learning methods or other features of on-line courses contribute to and enhance the creation of academic community among students and between students and faculty.

How appendices 7.2.1 and 7.2.2 will be used

Where on-line delivery is proposed, Appendices 7.2.1 and 7.2.2 will contribute to the assessor's judgments about whether the submission meets the Board's Program Delivery standard, Benchmarks 2, 3, 5, and 6: Handbook – Private Organizations, S. 9.4.

- **Course design and delivery methods are appropriate to course content.**
- **The applicant has the expertise and resources to support the proposed delivery methods and to ensure their effectiveness.**
- **On-line delivery methods contribute to and enhance the creation of academic community among students and between students and faculty.**
- **Policies pertaining to technology-based, computer-based, and web-based learning modes of delivery ensure:**
  - **student and faculty preparation and orientation;**
  - **reliable, sufficient and scalable course-management systems;**
  - **accessible technical assistance for students and faculty;**
  - **appropriate hardware, software, and other technological resources and media; and**
  - **well-maintained and current technology and equipment.**

8. CAPACITY TO DELIVER STANDARD

Appendices in section 8 will contribute to the assessor's judgments of the proposal against the Board's Capacity to Deliver Standard:

Capacity to Deliver Standard

The applicant has the capacity to deliver the quality of education necessary for students to attain the stated and necessary learning outcomes.

8.1 Learning and Information Resources

Appendices 8.1.1 – 8.1.4 will include information related to student access to libraries, learning centres, laboratories, and equipment. *Where the resources of other institutions/organizations are indicated, include copies of formal letters of agreement from the supporting institution/ organization. Please ensure that the full name, address, URL, and telephone numbers for each institution/organization are indicated clearly.*

Submit

8.1.1 Library Resources

Attach as Appendix 8.1.1 a table that indicates the library resources that will be available to faculty and students.

	Number of Holdings (print) Relevant to the Field of Study	**Number of Holdings (electronic) (include program-specific databases)**
On-site Library Resources Relevant to Degree Program Area (for students/faculty)		
Other Library Access (e.g., web-based, inter-library arrangements)		
Provide a summary of the currency of the holdings at each location specified. Include a list of the program-specific databases.		

Submit

8.1.2 Computer Access

Attach as Appendix 8.1.2 a table that indicates the computer resources that will be available if the program is approved.

Year	Number of Students (cumulative)	Number of Computers Available to Students in Proposed Program	Number of Computers with Internet Access Available to Students in Proposed Program	Location of Computers	
				On site (√)	Other (specify)

Submit

8.1.3 Classroom Space

Attach as Appendix 8.1.3 a table that indicates classroom utilization if the program is approved.

Year	Number of Students (cumulative)	Number of Classrooms (include seating capacity)	Location of Classrooms	
			On site (√)	Other (specify)
Eg Year 1	75	3 (20)	√	
		1 (100)	√	
etc.				

Submit

8.1.4 Laboratories/Equipment (where applicable)

Attach as Appendix 8.1.4 a table that indicates use of laboratories/equipment if the program is approved.

Year	Number of Students (cumulative)	Type and Number of Labs	Specifically Equipped Workstations and/or Specialized Equipment*		Location of Laboratories/ Equipment	
			Number	Ratio of Students to Equipment	On site (√)	Other (specify)

* Attach equipment list for specialized workstations and/or equipment.

How appendices 8.1.1 – 8.1.4 will be used

Appendices 8.1.1 – 8.1.4 will contribute to the assessor's judgments about whether the submission meets the Board's Capacity to Deliver standard, Benchmark 5: Handbook – Private Organizations, S. 9.5:

The applicant provides for reasonable student and faculty access to learning and information resources (such as library, databases, computing, classroom equipment and laboratory facilities) sufficient in scope, quality, currency, and kind to support students and faculty in the program.

8.2 Resource Renewal

Submit

8.2 Resource Renewal and Upgrading

Attach as Appendix 8.6 the organization's detailed plans and schedule for the renewal and upgrading of the following:

- library resources
- computers and computer access
- classrooms
- laboratories/equipment

How appendix 8.2 will be used

Appendix 8.2 will contribute to the assessor's judgments about whether the submission meets the Board's Capacity to Deliver standard, Benchmark 6: Handbook – Private Organizations, S. 9.5:

The applicant makes a commitment to provide and maintain necessary learning and other resources, and to supplement them as necessary.

8.3 Support Services

Submit

8.3 Support Services

Attach as Appendix 8.3 a table that indicates the type of support services that will be available on campus to degree students.

Support Service	**Brief Description of Service** (Attach additional information as necessary.)
Academic Advising	
Career Counselling	
Personal Counselling	
Placement	
Services for Students with Disabilities	
Tutoring	
Other(s) (please specify)	

How appendix 8.3 will be used

Appendix 8.3 will contribute to the assessor's judgments about whether the submission meets the Board's Capacity to Deliver standard, Benchmark 7: Handbook – Private Organizations, S. 9.5:

The applicant provides for reasonable student access to an appropriate range of academic support services, for example, academic counselling, tutoring, career counselling, and placement services.

8.4 Policies on Faculty

Submit

8.4 Policies on Faculty

Attach as Appendix 8.4 copies of the organization's policies pertaining to the following:

- academic/professional credentials required of present and future faculty teaching courses in the program;
- academic/professional credentials required of faculty acting as research/clinical/exhibition supervisors;
- the requirement to have on file evidence supplied direct to the organization from the granting agency of the highest academic credential and any required professional credential claimed by faculty members;
- the regular review of faculty performance, including student evaluation of teaching and supervision;
- the means for ensuring the currency of faculty knowledge in the field;
- faculty teaching and supervision loads;
- faculty availability to students; and
- the professional development of faculty including the promotion of curricular and instructional innovation as well as technological skills, where appropriate.

Indicate clearly the organization body/bodies that instituted the policies as well as the date the policies were instituted and/or last updated.

How appendix 8.4 will be used

Appendix 8.4 will contribute to the assessor's judgments about whether the submission meets the Board's Capacity to Deliver standard, Benchmark 8: Handbook – Private Organizations, S. 9.5:

Satisfactory policies pertaining to faculty are in place, including policies that:

a) **define the academic/professional credentials required of present and future faculty teaching all courses in the program (see benchmark 9-11 below);**
b) **require the applicant to have on file evidence, supplied direct to the applicant from the granting agency, of the highest academic credential and any required professional credential claimed by faculty members;**
c) **require the regular review of faculty performance, including student evaluation of teaching and/or supervision;**
d) **identify the means of ensuring that faculty knowledge of the field is current;**
e) **pertain to faculty teaching and supervision loads, and availability to students; and**
f) **support the professional development of faculty including the promotion of curricular and instructional innovation, as well as technological skills, where appropriate.**

8.5 Curriculum Vitae of Faculty Assigned to This Degree Program

Submit

8.5.1 CV Release

Attach as Appendix 8.5.1 the following statement: "The organization has on file and available for inspection, from all faculty and staff whose CVs are included in this submission, signatures that attest to the truthfulness and completeness of the information contained in their CV and agreeing to the inclusion of their curriculum vitae in any documents/web sites associated with the submission, review, and final status of the program application."

Please Note: Organizations must have on file written confirmation directly from the degree-granting institution that verifies the highest credential claimed.

Postsec

Submit

8.5.2 Curriculum Vitae of Current Faculty Assigned to This Degree Program

Attach as Appendix 8.5.2 copies of the curriculum vitae of all current faculty and professional staff who will be assigned to deliver the degree program. Subdivide this appendix as indicated below and arrange CVs within each section in alphabetical order. Include the following headings for each curriculum vitae:

1. Name
2. Degrees (specify discipline area)
3. Employment history
4. Honours
5. Scholarly and professional activities: past seven years
6. Courses taught past five years (indicate delivery method for each course).
7. Where applicable, number of graduate supervisions and thesis details (title, year of registration and completion).
8. Research funding: past seven years only
9. Publications

Do not include personal information such as home address, birth date, etc.., on CVs.

Divide this section of the submission into the following sections and label each section for ease of review (where a particular section is not applicable, include the statement "not applicable" in that section):

- **Appendix 8.5.2 A** Curriculum Vitae Exception Statements
  The Board expects that the curriculum vitae of each faculty member will demonstrate that he/she possesses the appropriate mix of qualifications identified in the *Handbook* . All exceptions are to be (a) justified in writing, (b) based on the absence of a related program credential in a university or other extraordinary circumstances, and (c) approved by the President in the spirit of the Board's capacity to deliver standard.

- **Appendix 8.5.2 B** Curriculum Vitae for Faculty Responsible for Teaching and Curriculum Development of DW Courses (courses in the core program area)

- **Appendix 8.5.2 C** Curriculum Vitae for Faculty Responsible for Teaching and Curriculum Development of DO and DL Courses (courses that will satisfy the Board's breadth requirement)

- **Appendix 8.5.2 D** Curriculum Vitae for Program Development Consultants

- **Appendix 8.5.2 E** Curriculum Vitae for On-line Learning Professional and Technical Staff

How appendix 8.5.2 will be used

In conjunction with the summary data provided in Appendix 6.3.3.2, Appendix 8.5.2 will contribute to the assessor's judgments about whether the submission meets the Board's Capacity to Deliver standard, Benchmarks 10-17: Handbook – Private Organizations, S. 9.5:

Exceptions to benchmarks below must be (a) based on the absence of a related program credential in a university or other extraordinary circumstances, and (b) justified in writing with specific reference to the Board's Capacity to Deliver benchmarks and approved by the applicant's President/CEO or, on explicit delegation, the applicant's senior academic officer. The signed document must be kept on file for review at the time of any request for renewed consent.

The faculty teaching all components of the program and, where appropriate, acting as thesis/dissertation supervisors and/or members of examining committees consist of (a) persons with appropriate academic qualifications and fields of expertise, and (b) where relevant, practitioners with required professional credentials and related work experience.

Undergraduate Programs

All faculty teaching in the professional or main field of study (a) hold an academic credential at least one degree higher than that offered by the program in the field or in a closely related field/discipline and (b) no fewer than 50 percent of the faculty hold the terminal academic credential in the field or in a closely related field/discipline.[1]

All faculty teaching courses outside the professional or main field of study (breadth courses, whether linked or not linked to the main field) (a) hold an academic credential at least one degree higher than that offered by the program in the field or in a closely related field/discipline and (b) no fewer than 50 percent of the faculty hold the terminal academic credential in the field or in a closely related field/discipline.

Graduate Programs

The applicant identifies the fields or specializations to be covered in the program.

The applicant demonstrates that it has a sufficient number of qualified faculty to offer the program and the designated fields in the program.

No fewer than 80 percent of the faculty teaching in the program hold the terminal academic credential in the field or in a closely related field/discipline or have substantial records of scholarly contributions to the field/discipline.

Faculty members have records demonstrating their contribution to the advancement of the field/ discipline through peer-reviewed research/scholarship or exhibitions or professional activity.

8.6 Enrolment Projections and Staffing Implications

Submit

8.6 Enrolment Projections and Staffing Implications
Attach as Appendix 8.6 a table that provides a four-year projection of cumulative enrolment (that accounts for projected attrition), and a four-year plan indicating the number of staff (faculty, technical, teaching assistants, etc..) assigned to the program. For staff other than faculty, please identify each category, insert a separate column, and calculate the full-time equivalencies for each group.

	Cumulative Enrolment*		Staffing Requirements – Projected			
			Cumulative Full-time Faculty Equivalents (F.T.E.)	Cumulative Part-time Faculty Equivalents (F.T.E.)	Add columns to account for technical support, teaching assistants, and so on.	Ratio of Full-time Students/ Full-time Faculty
	Full-time	Part-time				
Year 1						
Year 2						
Year 3						
Year 4						

* Show the method used to calculate cumulative enrolment.

How appendix 8.6 will be used

In conjunction with the summary data provided in Appendix 6.3.3.2, Appendix 8.6 will contribute to the assessor's judgments about whether the submission meets the Board's Capacity to Deliver standard, Benchmark 9: Handbook – Private Organizations, S. 9.5:

The applicant has academic and other staff in sufficient numbers to develop and deliver the program and to meet the demands of the projected student enrolment.

9. Credential Recognition Standard

Appendices in section 9 will contribute to the assessor's judgments of the proposal against the Board's Credential Recognition Standard:

Credential Recognition Standard

While meeting particular needs, programs are designed to maximize the graduates' potential for life-long learning as well as promotion in their field. Accordingly:

(a) The program's learning outcomes and standards are sufficiently clear and at a level that will facilitate appropriate recognition of the credential by other postsecondary institutions.

(b) Where appropriate, and without distorting the main purposes of the program, courses or curricular elements in it are designed to facilitate credit transfer recognition by other postsecondary institutions.

9.1 Program Design and Credential Recognition

Submit

9.1 Program Design and Credential Recognition
Attach as Appendix 9.1 an explanation of how the design of the program facilitates credential recognition by other postsecondary institutions. Include an analysis of any research undertaken to ensure credential recognition.

How appendix 9.1 will be used

Appendix 9.1 will contribute to the assessor's judgments about whether the submission meets the Board's Credential Recognition standard, Benchmarks 1, and 2: Handbook – Private Organizations, S. 9.6:

- **The applicant submits an explanation of how the design of the program meets this standard.**
- **The applicant consults with employers, relevant occupational groups, professional organizations and other postsecondary education organizations with respect to their recognition of the credential and their assessment of whether the credential will contribute to the professional advancement of the graduate.**

10. Regulation and Accreditation Standard

Appendices in section 10 will contribute to the assessor's judgments of the proposal against the Board's Regulation and Accreditation Standard:

Regulation and Accreditation Standard

Learning outcomes and standards in courses and other requirements for graduation in programs leading to occupations which are subject to government regulations are designed to prepare students to meet the requirements of the relevant regulatory body.

Submit

10.1.1 Current Regulatory or Licensing Requirements
Attach as Appendix 10.1.1 the current requirements and/or standards of all relevant licensing and regulatory bodies associated with the proposed program and indicate how the program will address these.

Submit

10.1.2 Letters of Support from Regulatory/Licensing Bodies
Attach as Appendix 10.1.2 letters of support (or any other relevant evidence of consultation) from these licensing and regulatory bodies that indicate their recognition of graduates' credentials.

How appendices 10.1.1 and 10.1.2 will be used

Appendices 10.1.1 and 10.1.2 will contribute to the assessor's judgments about whether the submission meets the Board's Regulation and Accreditation standard, Benchmark 1: Handbook – Private Organizations, S. 9.7:

The applicant submits documentation related to its consultations with:

a) **relevant regulatory bodies regarding those requirements for entry into practice; and**
b) **where applicable, the accrediting agency specified by the regulatory body.**

11. Program Evaluation Standard

Appendices in section 11 will contribute to the assessor's judgments of the proposal against the Board's Program Evaluation Standard:

Program Evaluation Standard

The quality of the proposed program is assured by procedures for periodic evaluation that meet the requirements outlined in the benchmarks.

11.1 Program Evaluation Policies and Procedures

Submit

11.1 Periodic Review Policy and Schedule
Attach as Appendix 11.1 the formal, approved policy and procedures for periodic review of programs pertaining to those program review elements identified in section 7.3.8 of the Board's *Handbook for Public Organizations*.

How appendix 11.1 will be used

Appendix 11.1 will contribute to the assessor's judgments about whether the submission meets the Board's Program Evaluation standard, Benchmarks 1 and 2: Handbook – Private Organizations, S. 9.8.:

2. **The applicant has a formal, institutionally approved policy and procedure for the periodic review of programs embodying the following characteristics:**

a) **program reviews occur at regular intervals, normally not exceeding five to seven years. The first such evaluation should occur before a request for renewal of Ministerial consent.**

b) **criteria for program reviews that include:**
   - i. **assessment of the continuing consistency of the program with the organization's mission, educational goals, and long-range plan;**
   - ii. **assessment of the learning outcome achievements of students/graduates by comparison with:**
   - iii. **the program's stated learning outcome goals and standards;**
   - iv. **the degree-level standard;**
   - v. **the opinions of employers, students/graduates; and**
   - vi. **the standards of any related regulatory, accrediting or professional association;**

c) **where appropriate, assessment of (i) graduate employment rates, (ii) graduate satisfaction level, (iii) employer satisfaction level, (iv) student satisfaction level, (v) graduation rate, (vi) the default rate on the Ontario Student Assistance Program or other student loan plan;**

d) **assessment of the continuing relevance of the program to the field of practice it serves, including evidence of revisions made to adapt to changes in the field of practice;**

e) **assessment of the continuing appropriateness of the method of delivery and curriculum for the program's educational goals and standards;**

f) **assessment of the continuing appropriateness of admission requirements (i.e. achievement level, subject preparation) for the program's educational goals and standards;**

g) **assessment of the continuing appropriateness of the program's structure, method of delivery and curriculum for its educational goals and standards;**

h) **assessment of the continuing adequacy of the methods used for evaluating student progress and achievement;**

i) **assessment of the efficient and effective utilization of existing human, physical, technological and financial resources;**

j) **indicators of faculty performance, including the quality of teaching and supervision and demonstrable currency in the field of specialization; and**

k) **assessment of individual student work in the terminal stage of the program, that reflects exemplary, average, and minimally acceptable performance, demonstrates that the degree level standard has been achieved. e institution and free of any conflict of interest.**

2. **The program review procedure includes:**

   (a) A Self-Study

   A study undertaken by faculty members and administrators of the program based on evidence relating to program performance against the criteria stated above, including strengths and weaknesses, desired improvements, and future directions.

   (b) A Program Evaluation Committee

   A committee struck by the senior administration to evaluate the program based on (a) the self-study and a site visit during which members of the committee normally meet with faculty members, students, graduates, employers, and administrators to gather information. A majority of the members must be academic peers with relevant expertise from outside the institution and free of any conflict of interest.[1]

   (c) The Report of the Committee

   The overarching purpose of the Program Evaluation Committee report is to assess program quality and recommend any changes needed to strengthen that quality. The report must be addressed to the senior administration and shared with the academic council and governing Board, together with a plan of action responding to the recommendations in the report.

12. Optional Material

12.1 Other Relevant Information

Attach as Appendices 12.1 – 12.n any other relevant information related to the proposed program that is not adequately addressed elsewhere in this submission. Please organize these appendices by assigning category titles to the information included. These appendices should be referenced in the table of contents.

File 1: Quality Assessment Review – Complete Submission Checklist

Prepare an electronic file in PDF format that includes all of the following information. Ensure that the file is saved as "organization name/acronym – program name – executive summary". If more than one proposal is being submitted on one disk, ensure that the file names clearly differentiate between them.

Section of Submission (√)Content to Be Included	Binder Tab
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1. Title Page	
☐ Appendix 1.1 Submission Title Page	1.1
☐ Appendix 1.2 Table of Contents	1.2
2. Executive Summary	
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3. Program Abstract	
☐ Appendix 3.1 Program Abstract	3.1
4. Program Degree-Level Standard	
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☐ Appendix 4.2 Samples of Student Work	4.2
5. Admissions, Promotion, Graduation Standard	
☐ Appendix 5.1.1 Admissions Requirements Direct Entry	5.1.1
☐ Appendix 5.1.2 Admissions Policies and Procedures for Mature Students	5.1.2
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☐ Appendix 6.3.1 Program Level Learning Outcomes	6.3.1
☐ Appendix 6.3.2 Course Descriptions	6.3.2
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File 2: Quality Assessment Review – Web Submission Checklist

Prepare an electronic file in PDF format that includes all of the following information. Ensure that the file is saved as "organization name/acronym – program name – web".

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☐ Appendices 14.1 – 14.n Other Relevant Information	14.1 – 14.n

File 3: Quality Assessment Review – Executive Summary Web Checklist

Prepare an electronic file in PDF format that includes all of the following information. Ensure that the file is saved as "organization name/acronym - program name – executive summary". If more than one proposal is being submitted on one disk, ensure that the file names clearly differentiate between them.

Section of Submission (√)Content to Be Included	Binder Tab
1. Title Page	
☐ Appendix 1.1 Submission Title Page	1.1
2. Executive Summary	
☐ Appendix 2.1 Executive Summary	2.1
3. Program Abstract	
☐ Appendix 3.1 Program Abstract	3.1

PART C

CONFORMITY WITH MINISTER'S POLICY DIRECTIVES AND REGULATORY REQUIREMENTS: PRIVATE APPLICANTS

Refer to *Directives and Guidelines for Applying for Ministerial Consent under the Post-Secondary Education Choice and Excellence Act, 2000* and to the *Post-secondary Education Choice and Excellence Act, 2000* and its *Regulations* for detailed information about the requirements and/or conditions of consent. These can be accessed through the "Related Topics" box on the home page of the Board's website, and applicants must be thoroughly familiar with them.

Some of these are addressed by standards and benchmarks that are defined in this Handbook and are elements in the Board's assessment and recommendation, for example:

- awareness of policies affecting students – Part A: 8.2.1, 8.2.2, and 11.2.
- credit transfer – Part B: 5.2

The following categories of requirements are assessed by the Private Institutions Branch:

- student transcript protection;
- financial security;
- tuition refunds;
- student contracts;
- delivery of goods and services on payment.

In a few instances, the information required in this section is identical to that in Part A of the *Submission Guidelines*. These have been identified by the shaded statement (Identical to Part A, Appendix x.x), and the applicant should reproduce and insert the relevant Part A appendix in this section.

Submission Requirements

- three paper copies;
- each separately bound;
- with the cover title "Comformity with Minister's Policy Directives and Regulatory Requirements: Private Applicants"; and
- submitted at the same time as the materials described in the "Submission and Mailing Instructions" section found on page three of these guidelines.
- Note on page three of this *Handbook* that an electronic copy of Part C is to be included in the file (saved as "organization name/acronym – OR submission") that also includes all submission information and attachments related to "Part A – Organization Review Submission Guidelines".

Part C will be forwarded by the Board to the Private Institutions Branch, and the applicant will be contacted directly by a representative of that Branch to ensure that the applicant is in compliance with these requirements.

TABLE OF CONTENTS AND SUBMISSION CHECKLIST

SECTION OF SUBMISSION	TAB BINDER	CONFIRMATION OF INCLUSION
1.0 Organization Overview		
1.1 Title Page	1.1	Yes [ ] No [ ]
1.2 Program Information	1.2	Yes [ ] No [ ]
2.0 Organization Information		
2.1 Information about the Organization and its Operations	2.1	Yes [ ] No [ ]
2.2 Information about Owners	2.2	Yes [ ] No [ ]
2.3 Institution Representatives for Meeting with Organization Review Panel	2.3	Yes [ ] No [ ]
3.0 Synopsis of Proposed Program(s)		
3.1 Program Abstract	3.1	Yes [ ] No [ ]
4.0 Records Management		
4.1 Electronic Student Records	4.1	Yes [ ] No [ ]
4.2 Student Transcript Contents	4.2	Yes [ ] No [ ]
4.3.1 Student transcript 75 year availability.	4.3.1	Yes [ ] No [ ]
4.3.2 Plan for weekly back-up and off-site storage	4.3.2	Yes [ ] No [ ]
4.3.3 Plan for certification of accuracy of e-records	4.3.3	Yes [ ] No [ ]
4.4 Third-Party Record Keeper	4.4	Yes [ ] No [ ]
5.0 Financial Security		
5.1 Contract Period Policy	5.1	Yes [ ] No [ ]
5.2 Delivery of Goods and Services Policy	5.2	Yes [ ] No [ ]
5.3 Collection of Tuition and Fees Policy	5.3	Yes [ ] No [ ]
5.4 Trust Fund Accessibility to Students	5.4	Yes [ ] No [ ]
5.5 Trust Fund Arrangements	5.5	Yes [ ] No [ ]
5.6. Projection: Tuition Fee Collection (Table)	5.6	Yes [ ] No [ ]
5.7 Financial Security Type and Amount	5.7	Yes [ ] No [ ]
6.0 Tuition Refunds		
6.1 Withdrawal and Refund of Fees and Charges Policy	6.1	Yes [ ] No [ ]
7.0 Student Contracts		
7.1 Enrolment Contract	7.1	Yes [ ] No [ ]
8.0 Student Awareness of Policies		
8.1 Student Awareness of Policies	8.1	Yes [ ] No [ ]

1.0 ORGANIZATION OVERVIEW

1.1 Title Page (Identical to Part A, Appendix 1.1)

Prepare a title page with the following information.

Full Legal Name of Organization:
Operating Name of Organization:
Common Acronym of Organization, if applicable:
URL for Organization Homepage, if applicable:
Date of Submission:
Contact Information: Legal Address of organization: Telephone: ( ) Fax: ( ) E-mail:
Legal representative of organization: Last name: First name: Department or Unit: Address: Telephone: ( ) E-mail: Official function within organization:
Contact person to liaise with the Private Institutions Branch: Name: Title: Address: Telephone: E-mail:
Program Information: How many programs are being submitted to the Minister for consent at this time? _____

1.2 Program Information (Identical to Part A, Appendix 1.2)

Attach as Appendix 1.2 a table that provides a complete list of all the programs this organization is submitting to the Minister for consent at this time at the location indicated in the table provided as Appendix 1.2.

Appendix 1.2 List of Proposed Programs

	Location/Address where Proposed Program to be Delivered	Street Address: City: Province: Ontario Postal Code: Telephone: ( )		
	Proposed Degree Title	**Proposed Degree Nomenclature**	**Indicate Degree Level and Type to be awarded for program or part of program**	**Does the organization already have Ministerial Consent to offer this program at another location in Ontario? If "yes", please attach a copy of the terms and conditions of consent to this appendix.**
1	[e.g. Baccalaureate of Arts, (Political Science)]	[e.g. B.A. (Pol. Sci.)]	☑ General Baccalaureate Degree ☐ Baccalaureate Degree: Honours/ Specialist ☐ Baccalaureate Degree: Applied Area of Focus ☐ Masters Degree ☐ Doctoral Degree	☑ Yes, terms & conditions attached. ☐ No
2	[e.g. Baccalaureate of Arts, Honours (History)]	[e.g. B.A. Hons. (History)]	☐ General Baccalaureate Degree ☐ Baccalaureate Degree: Honours/ Specialist ☑ Baccalaureate Degree: Applied Area of Focus ☐ Masters Degree ☐ Doctoral Degree	☐ Yes, terms & conditions attached. ☑ No

2. ORGANIZATION INFORMATION

2.1 Information about the Organization and its Operations Identical to Part A, Appendix 2.1)

Submit

2.1 Information about the Organization and its Operations
Attach as Appendix 2.1 the information requested below:

1) Location
Administrative (operating) Address:
Telephone Number: ( )
Fax Number: ( )

List all other organization locations (campus, branch, satellite):

2) Address(es) where proposed program(s) will be delivered (Note: each location requires a location-specific consent from the Minister).

3) Identify type of ownership

Identify the type of corporate ownership of the organization (i.e. classify or categorize the nature of the corporate legal entity).

4) Attach a table of all the officers of the organization and their positions

Name	Position	Length of time in Position	Length of Time in Organization

2.2 Information about Owners
(Identical to Part A, Appendix 2.2)

Submit

2.4 Information about Owners

Attach as Appendix 2.2 the following information for each owner/partner (see table provided). If the organization is incorporated, include this information for each owner of 10% or more of the stock.

Name:
Relationship to organization (e.g., owner, president, Board member):
Address:
Telephone Number: ( )
Fax Number: ( )

Name of Organization:				
Operating name of Organization (if different from above):				
Is the organization is publicly traded?	**Yes ☐** **No ☐**			
If "yes"	**Stock Market:**		**Stock Symbol:**	
Owner/Partner Name	**Relationship to organization**	**Address**	**Telephone Number**	**Fax Number**

3. SYNOPSIS OF PROPOSED PROGRAM(S)

3.1 Program Abstract(s)
(Identical to Part A, Appendix 4.1)

Submit

3.1 Program Abstract(s)

Attach as Appendix 4.1 a copy of the program abstract provided for each proposed program submitted as Appendix 3.1 of "Part B - Quality Assessment Review Submission Guidelines."

4.0 RECORDS MANAGEMENT

4.1 Electronic Student Records

Submit

4.1 Electronic Student Records
Attach as Appendix 4.1 a description of the robust software program that will allow for future growth in data amounts that the organization will use to keep and manage electronic student record.

4.2 Student Transcript Contents

Submit

4.2 Student Transcript Contents
Attach as Appendix 4.2 a copy of the plan for records management that will ensure that, at a minimum, the following appear on the transcripts (or, where available, a copy of the transcript template)[1]:

- personal identifying information:
    - the student's name, contact information, and student number;
- basis of admission:
    - documentation relating to admission requirements that verify the student's qualifications to enter the program;
    - full documentation relating to credit transfers, entrance examinations, prior learning assessment used either for admission or advanced placement;
- academic history:
    - the subjects/courses the student took at the institution, when these were taken, and the final grades for completed courses;
    - chronological student records showing dates of enrolments, program commencement, withdrawals, leaves of absence, completion;
- academic actions against the student by the organization;
- the degree awarded and the date conferred;
- academic awards and honours given to the student by the organization; and
- name and contact of the Registrar or similar official.

4.3 Organization's Plan for Management of Records

4.3.1 75 Year Guarantee

Submit

4.3.1 75 Year Guarantee
Attach as Appendix 4.3.1 a copy of the organization's plan to guarantee that information included in a student's transcript remains available to the student for at least seventy-five (75) years.

4.3.2 Off-site Location

Submit

4.3.2 Off-site Location
Attach as Appendix 4.3.2 a copy of the organization's plan to ensure that information included in a student's' transcript is kept at a location other than the applicable campus and that the information is transferred to that location at least weekly.

4.3.3 Certification of Accuracy

Submit

4.3.3 Certification of Accuracy
Attach as Appendix 4.3.3 a copy of the organization's plan to ensure that the Registrar or similar official will certify the accuracy of e-records.

4.4 Third-Party Record Keeper

4.4.1 Identification of Third-Party

Submit

4.4.1. Identification of Third-Party
Attach as Appendix 4.4.1 the identification of the third-party the organization has retained to act as the record keeper in the case of the closure of the organization or if for any other reason the organization can no longer maintain its records.

4.4.2 Verification of Agreement

Submit

4.4.2 Verification of Agreement
Attach as Appendix 4.4.2 documentation from the third-party that:

- verifies the agreement with the Applicant;
- demonstrates that this agreement meets the details of the Minister's terms and regulatory requirements; and
- demonstrates how the third party is in the position to meet the seventy-five year guarantee.

5.0 FINANCIAL SECURITY

5.1 Contract Period Policy

Submit

5.1 Contract Period Policy
Attach as Appendix 5.1 the organization's policy regarding the contract period for student registration agreements.

5.2 Delivery of Goods and Services Policy

Submit

5.2 Delivery of Goods and Services Policy
Attach as Appendix 5.2 the organization's policy regarding the payment and terms of delivery of texts, equipment and supplies purchased by a student from the organization.

5.3 Collection of Tuition and Fees Policy

Submit

5.3 Collection of Tuition and Fees Policy
Attach as Appendix 5.3 the organization's policies regarding the collection of tuition and related fees for services not yet provided (i.e. unearned fee revenue).

5.4 Trust Fund Accessibility to Students

Submit

5.4 Trust Fund Accessibility to Students
If the organization chooses to collect more than 25 per cent of tuition and fees from students at one time, attach as Appendix 5.4 the organization's plans to ensure that, in the event of institutional failure or student withdrawal, any amounts in the trust fund owing to the student will be easily accessible to the student.

5.5 Trust Fund Arrangements

Submit

5.5 Trust Fund Arrangements
If the organization chooses to collect unearned fee revenue of more than twenty-five per cent, attach as Appendix 5.5 information about the trust fund in which unearned fee revenue will be held until the services are provided (such as account number, the name and contact information of the financial institution that manages the trust fund, and direct verification from the financial institution confirming the fund arrangements and terms).

5.6. Projection: Tuition Fee Collection (Table)

Submit

5.6. Projection: Tuition Fee Collection (Table)
(Identical to Part A, Appendix 10.1.3)
Attach as Appendix 5.6 a table that provides a monthly projection for the collection of tuition fees during the first year of the organization's operation for each program to be offered under the Minister's consent.

In completing this table, you should note the following: "For the purposes of this Regulation, an unearned tuition fee is any prepaid tuition fee collected from a currently enrolled student for the study period in which the student is registered but not yet earned by the consent holder because the program has not yet been delivered." O. Reg. 279/02, s. 9 (1).

5.7 Financial Security Type and Amount

Submit

5.7 Financial Security Type and Amount

Attach as Appendix 5.7 information about the financial security required annually to provide the Crown in the right of Ontario financial security against closure or student withdrawal, in accordance with the terms outlined by the Minster and in regulation 279/02, with the initial security required for Ministerial consent being based on the financial projections provided in Appendix 5.6 of this submission.

This appendix should confirm: (i) the amount of the security based on 5.6; (ii) the type of security that the applicant intends to submit (see Minister's *Directives, Guidelines and Procedures for Applying for a Minister's Consent Under the Post-secondary Education Choice and Excellence Act, 2000*, page 7, for the acceptable types of security; (iii) and, in the case where the security is to be provided by a third-party (e.g., the bond of a security company) a statement from that company confirming the ability of the applicant to obtain such a security instrument.

Submit

5.6 Projection: Tuition Fee Collection (Table)

Attach as Appendix 5.6 a table that provides a monthly projection for the collection of tuition fees during the first year of the organization's operation for each program to be offered under the Minister's consent:
Example: This program is offered without any breaks, that is, students attend 12 months a year. September is the only time when students commence the program or the year. Tuition fees are paid in three equal installments.
"For the purposes of this Regulation, an unearned tuition fee is any prepaid tuition fee collected from a currently enrolled student for the study period in which the student is registered but not yet earned by the consent holder because the program has not yet been delivered." O. Reg. 279/02, s. 9 (1).

Month	1	2	3	4	5	6	7	8	9	10	11	12	13
A. Total Tuition fees collected in month	1,000K	0	0	0	1,000K	0	0	0	1,000K	0	0	0	
B. Total Tuition fees collected to date	1,000K	1,000	1,000	1,000	2,000	2,000	2,000	2,000	3,000	3,000	3,000	3,000	
C. Total Tuition fees earned	0	250	500	750	1,000	1,250	1,500	1,750	2,000	2,250	2,500	2,750	3,000
D. Tuition fees unearned (B-C)	1,000K	750	500	250	1,000	750	500	250	1,000	750	500	250	0
E. Bond (25% of highest amount of unearned revenue in D (i.e., 1,000,000)[1]	250K	250	250	250	250	250	250,	250	250	250	250	250	250
F. Trust fund (amount of unearned revenue above 25%), i.e., D times .75	750K	562.5	375	187.5	750	562.5	375	187.5	750	562.5	375	187.5	0

[1] If this amount is below $150,000, the minimum security for each program for which the private institution has consent is $150,000. O. Reg. 279/02, s. 5 (4).

6.0 TUITION REFUNDS

6.1 Withdrawal and Refund of Fees and Charges Policy

Submit

Attach as Appendix 6.1 a copy of the organization's policy on withdrawal and refund of fees and charges that ensures that the organization provides to the student at a minimum the refund amount that is owing to the student as specified in Section 8. (1)-(3) of Ontario Regulation 279/02 to the Post-Secondary Education Choice and Excellence Act, 2000.

Section 8 of Ontario Regulation 279/02

8. (1) A private institution shall ensure that all tuition fees for a program or part of a program for the period for which a student has registered are promptly refunded to the student,

(a) if he or she gives written notice to the institution within two days after signing a registration agreement that he or she rescinds the agreement; or

(b) if the program or part of a program is discontinued before the first day.

(2) A private institution shall ensure that all tuition fees for a program or part of a program for the period for which a student has registered, less an administrative fee of a maximum of $500, are promptly refunded to the student,

(a) if he or she gives the institution written notice that he or she does not intend to begin the program; or

(b) if he or she does not attend the first ten consecutive days of the program.

(3) A private institution shall ensure that unearned tuition fees for a program or part of a program for the period for which a student has registered, less an administrative fee of a maximum of $500, are promptly refunded to the student,

(a) if he or she withdraws from the program before one-half of it has been completed; or

(b) if the program is discontinued or suspended for any reason.

7.0 STUDENT CONTRACTS

7.1 Enrolment Contract

Submit

Attach as Appendix 7.1 a copy of the organization's enrolment contract for a degree program that includes at least:

- title of the degree program and name of the degree to be awarded;
- start date of the contract period and end date for distance education programs (or any part of a program); and
- policies on student withdrawal and refund of fees and charges.

8.0 STUDENT AWARENESS OF POLICIES

8.1 Student Awareness of Policies

Submit

8.1 Student Awareness of Policies

Attach as Appendix 8.1 the strategy that the organization will use to provide students, prior to registration, with information about the following policies and procedures and the instrument(s) the organization will use to confirm in writing student awareness of them.

(a) method of course delivery;
(b) academic honesty;
(c) admission requirements;
(d) credit transfer arrangements and recognition by other institutions;
(e) grading;
(f) intellectual property;
(g) the ability of international students admitted to the program to meet program requirements for degree completion;
(h) scholarships and other financial assistance;
(i) student complaints and grievances;
(j) student withdrawal, dismissal and refunds;
(k) where applicable, supervision, preparation and examination of theses/ dissertations.